



(b) (6), (b) (7)(C)

GREAT LAKES DISTRICT

Case # (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

LOCAL #92

CASE & EXHIBITS

(b) (6), (b) (7)(C) (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) CENTRAL REGION JAC
NOVEMBER 2021
ORLANDO, FL

(b) (6), (b) (7)(C) 21
Dec. -- BOFP - Claim of Devied

EXHIBIT

tabbles

C

Chairpersons and Panel Members,

This case is in regard to (b) (6), (b) (7)(C) who was a regular package car driver assigned to (b) (6), (b) (7)(C) Massillon Center with a full time seniority date of (b) (6), (b) (7)(C) 2017. Grievant (b) (6), (b) (7)(C) was discharged on (b) (6), (b) (7)(C) 2021 under Article 17 item a of the Central Region Supplement. **Company Exhibit #1** in your packet is a copy of the discharge letter.

Please allow me to review the facts of the case.

On (b) (6), (b) (7)(C) 2021, Massillon Center (b) (6), (b) (7)(C) received information that (b) (6), (b) (7)(C) Building air shuttle was late to (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) then reviewed telematics information for grievant (b) (6), (b) (7)(C) for (b) (6), (b) (7)(C) 2021 where (b) (6), (b) (7)(C) discovered some timecard discrepancies. **Company Exhibit #'s 2a – 2g** show these discrepancies totaling 43 minutes of unaccounted for time.

After finding the discrepancies from (b) (6), (b) (7)(C) 2021, (b) (6), (b) (7)(C) began checking previous days as far back as telematics would allow (b) (6), (b) (7)(C) **Company Exhibit #'s 3a – 3d** shows 16 minutes of unaccounted for time on (b) (6), (b) (7)(C) 2021. **Company Exhibit #'s 4a – 4d** shows 16 minutes of unaccounted for time on (b) (6), (b) (7)(C) 2021. **Company Exhibit #'s 5a – 5d** shows 29 minutes of unaccounted for time on (b) (6), (b) (7)(C) 2021. **Company Exhibits #'s 6a – 6d** shows 29 minutes of unaccounted for time on (b) (6), (b) (7)(C) 2021.

After finding so many unaccounted for time discrepancies in telematics, (b) (6), (b) (7)(C) and (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) went to perform an observation on grievant (b) (6), (b) (7)(C) on (b) (6), (b) (7)(C) 2021. During this day, both (b) (6), (b) (7)(C) observed grievant (b) (6), (b) (7)(C) sitting and/or not accounting for all (b) (6), (b) (7)(C) unproductive time. (b) (6), (b) (7)(C) will now provide (b) (6), (b) (7)(C) testimony regarding the observation. **(Company Exhibit 6.1)**

Company Exhibits #'s 7a – 7g is telematics information for (b) (6), (b) (7)(C) 2021 that support the observation findings that grievant (b) (6), (b) (7)(C) had not accounted for 40 minutes of personal time. **Company Exhibit #'s 8a – 8d** are pictures from the observation performed by (b) (6), (b) (7)(C) and (b) (6), (b) (7)(C)

After the observation was complete and verified against grievant (b) (6), (b) (7)(C) timecard for the day, (b) (6), (b) (7)(C) performed an investigatory interview with the grievant and (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) will now give (b) (6), (b) (7)(C) testimony regarding the investigatory interview.

(b) (6), (b) (7)(C) as (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) was well aware of what was expected out of (b) (6), (b) (7)(C) and how to code (b) (6), (b) (7)(C) timecards yet decided to repeatedly falsify (b) (6), (b) (7)(C) timecard information. This type of behavior cannot be tolerated at UPS. It is based on the facts presented that the Company respectfully requests that the claim of the Union be denied, the discharge be upheld and rests with the right of rebuttal.

4300 E. 68th Street
Cleveland, Ohio 44105
1-800-742-5877



(b) (6), (b) (7)(C) 2021

(b) (6), (b) (7)(C)

Teamsters Union Local No. 92
1127 Ninth St. SW
Canton, Ohio 44706

Dear (b) (6), (b) (7)(C)

This letter is in regard to (b) (6), (b) (7)(C), a Driver in our Canton facility.

On (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) was discharged. Our actions are in accordance with Article 17, Item (a) of the Central Region Supplemental Agreement to the National Master United Parcel Service Agreement.

Effective (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) has been removed from our seniority list.

Sincerely,

U P S

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

pc: (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

21

Employee was parked in (b) (6), (b) (7)(C) for 10 minutes with no lunch or breaks coded out.

Vehicle stopped from 20:47-20:57

No lunch or break time taken

10 minutes of unaccounted for time

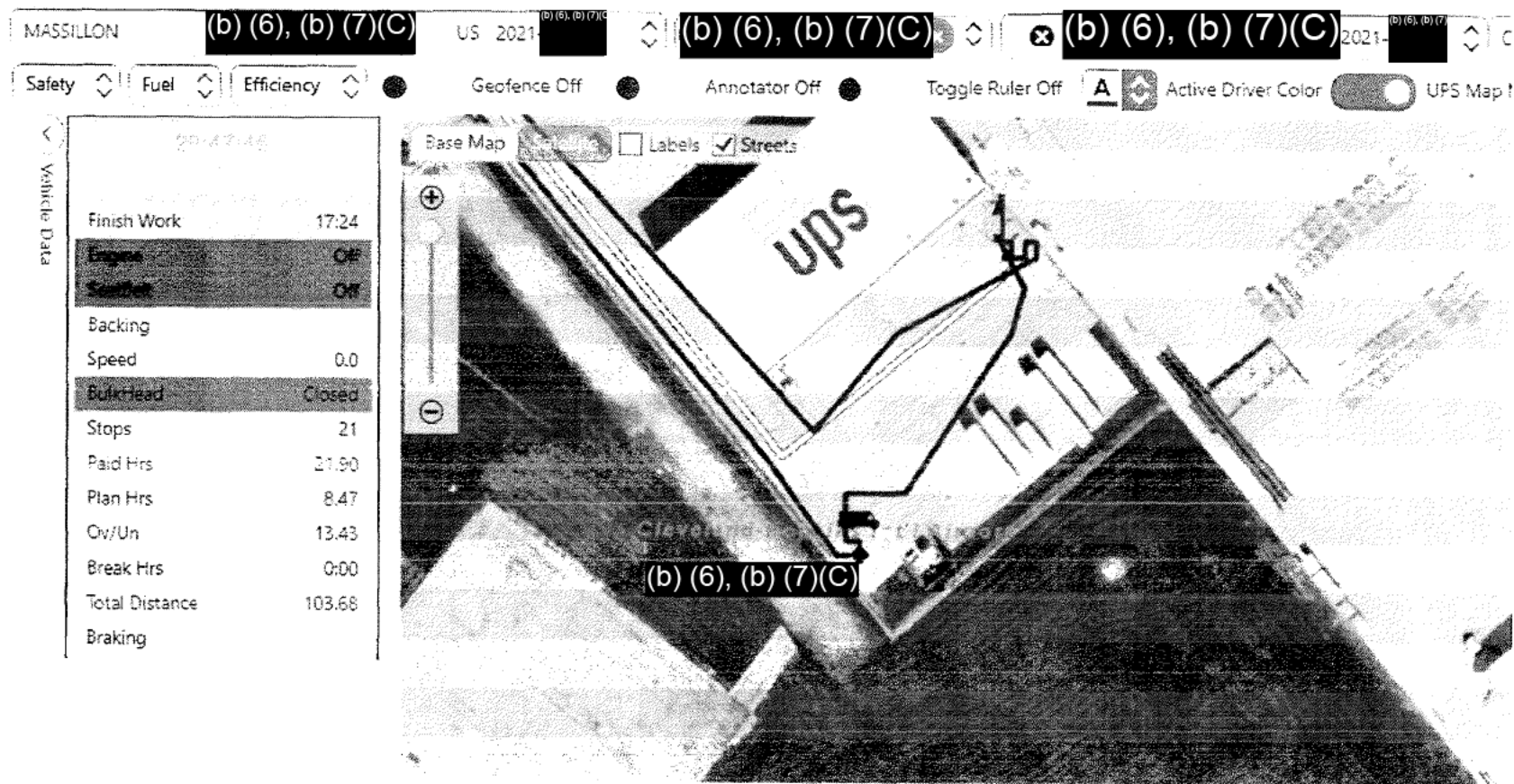


Exhibit 2b

MASSILLON (b) (6), (b) (7)(C) US 2021 (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) 2021 (b) (6), (b) (7)(C) Clear

Safety Fuel Efficiency Geofence Off Annotator Off Toggle Ruler Off A Active Driver Color UPS Map Mc

< Vehicle Data

Start Work	16:25
Finish Work	17:24
Engine	On
Seat Belt	On
Backing	
Speed	1.2
Butt Head	Closed
Stops	21
Paid Hrs	21.90
Plan Hrs	8.47
Ov/Un	13.43
Break Hrs	0:00
Total Distance	103.69
Braking	

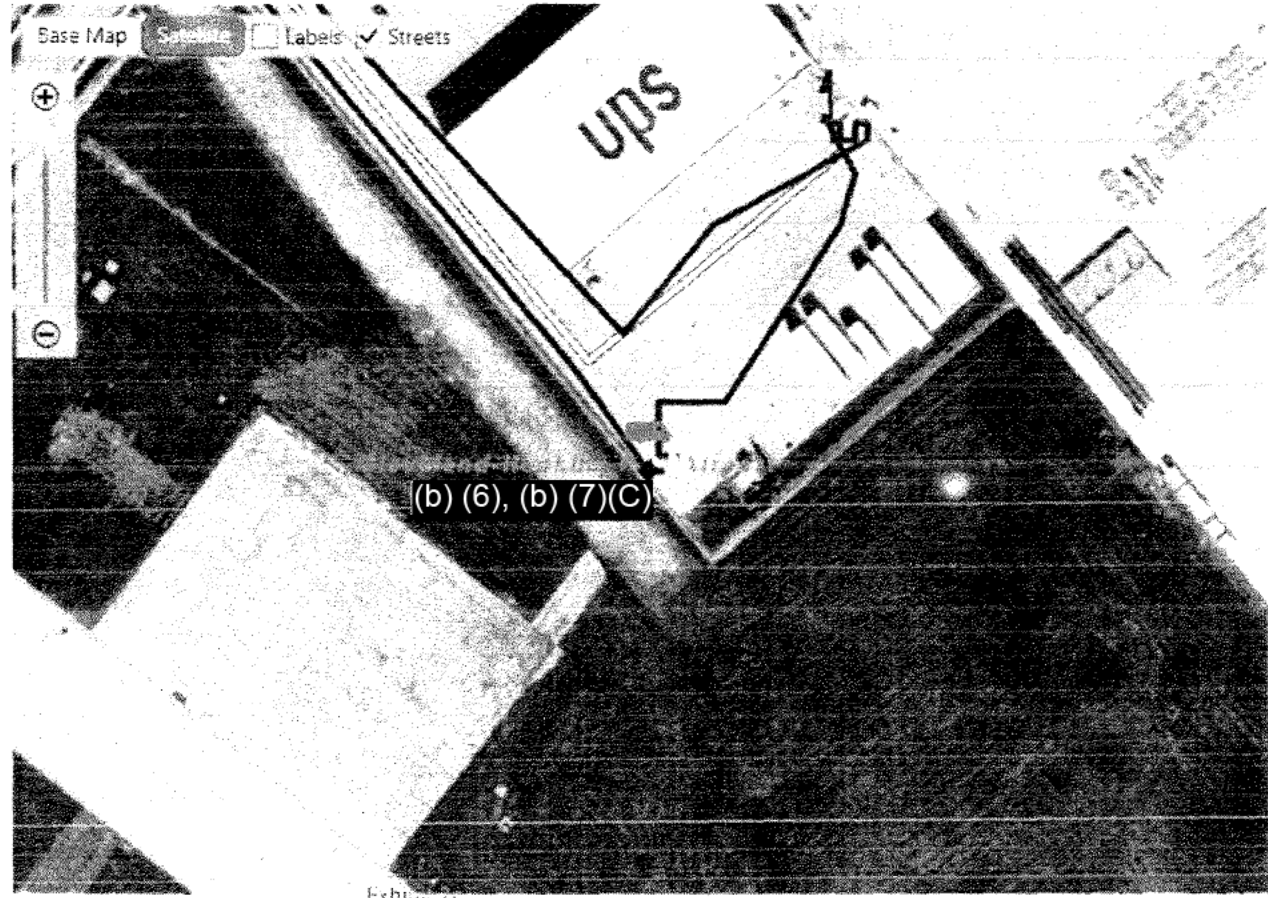


Exhibit 2c

(b) (6), (b) (7)(C) 21

Employee was parked at (b) (6), (b) (7)(C) for 53 minutes with 20 minutes of paid break time taken and no lunch time recorded.

Vehicle stopped from 21:30-22:23

Paid break time of 21:42-22:02

No lunch time taken

33 minutes of unaccounted for time

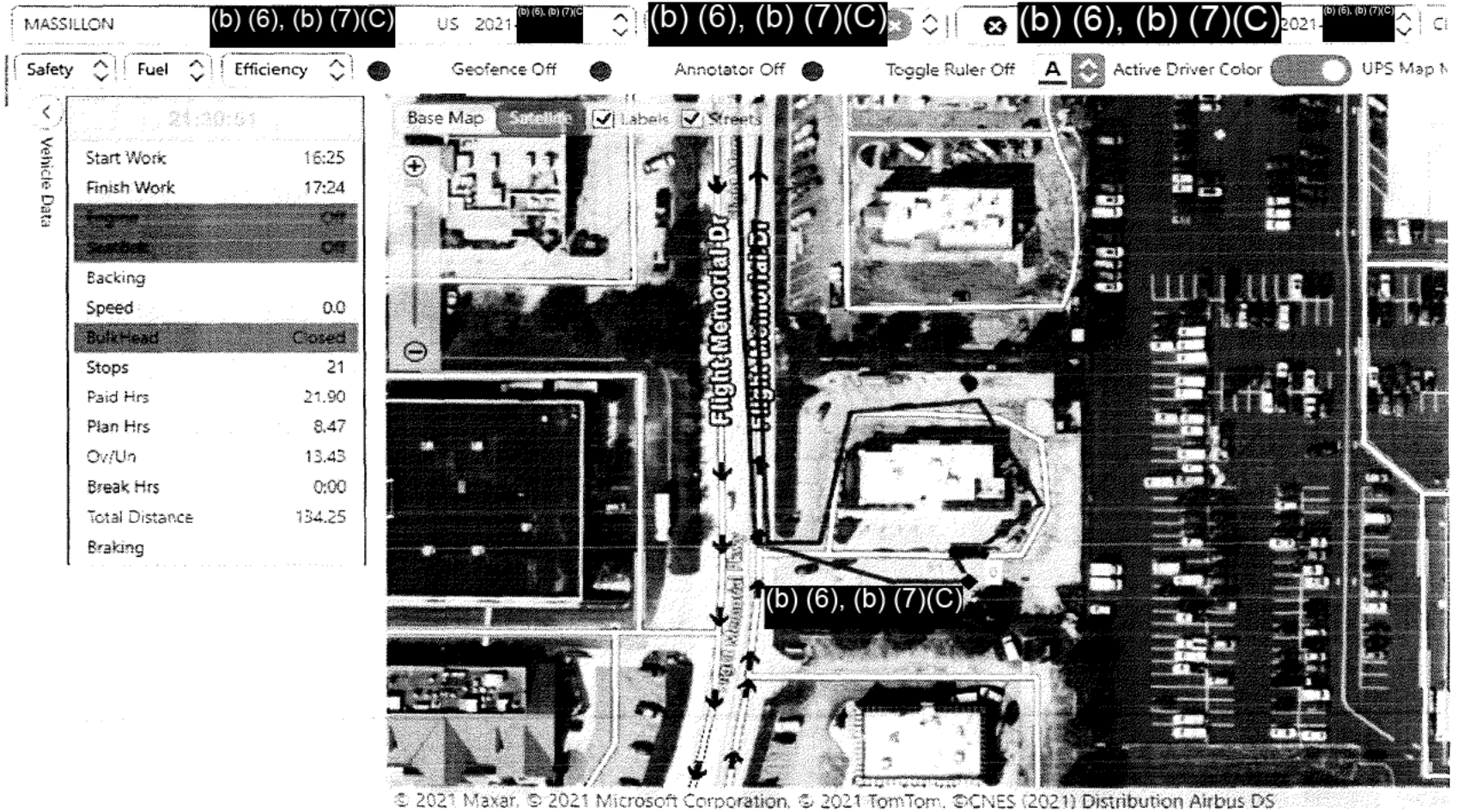


Exhibit 2e

Exhibit 2f

Time Card Report

EMPLOYEE ID (b) (6), (b) (7)(C)	EMPLOYEE NAME (b) (6), (b) (7)(C)	SLIC (b) (6), (b) (7)(C)	SUP GRP (b) (6), (b) (7)(C)	OJS NAME	PAY CODE (b) (6), (b) (7)(C)	ROUTE ID (b) (6), (b) (7)(C)	DATE (b) (6), (b) (7)(C)
REPORTED 16:18	SCH START 16:20	ST SORT 00:00	FIN SORT 00:00	ST LOC SORT 00:00	FIN LOC SORT 00:00	FIN WORK 00:20	
TRIP No.	Lv Bldg	Rt Bldg	Wash	TIME OUT Description	Start	Finish	BREAK DOWN Time Lost
1	16:26	17:24	H				
2	17:32	23:13	H				

OTHER WORK ACTIVITY	Start	Finish	SLIC (b) (6), (b) (7)(C)	OP Type	Sort	Sup Grp (b) (6), (b) (7)(C)	Code	Description
21:42	21:52			PKG			087	087 PaidBk
21:52	22:02			PKG			087	087 PaidBk

VEHICLES INFORMATION

	Vehicle 1 (b) (6), (b) (7)(C)	Vehicle 2 (b) (6), (b) (7)(C)	Vehicle 3	Vehicle 4
Vehicle No.	176732	171097		
Finish	176722	170941		
Start	10	156		
Total Miles	0	0		
Shuttle Miles	0	0		
Pump1/Fuel Qty	/0	2 /19	/	/
Pump2/Fuel Qty	/0	/0	/	/
Oil Qty	0	0		
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CF/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PM RECV PKG: 292	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 29
INS LTR STP: 5	OUT LTR STP: 10	PREFPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCH: 30	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNAL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP			SPECIAL COUNTS						
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Num	Trail	Pallet	A	B	C	D	E
1701	1	1	150	1		150	1								
1503	2	2	1	1		1	1								
1505	2	2	1	1		1	1								
1509	2	2	17	1		17	1								
1511	2	2	1	1		1	1								
1513	2	2	16	1		16	1								
1517	2	2	1	1		1	1								
1523	2	2	1	1		1	1								
1599	2	2	1	1		1	1								
1701	2	2	130	1		130	1								
1711	2	2	5	1		5	1								
1713	2	2	1	1		1	1								
1715	2	2	1	1		1	1								
1719	2	2	1	1		1	1								
4003	2	2		1			1								

(b) (5), (b) (7)(C)
21

Employee was parked on (b) (6), (b) (7)(C) for 36 minutes with 20 minutes of paid break time taken and no lunch time taken.

Vehicle stopped from 20:54 – 21:30

Paid break time of 20:54 – 21:14

No lunch time taken

16 minutes of unaccounted for time

CANTON

(b) (6), (b) (7)(C)

US 2021

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

2021

Clear

Address Search

Safety

Fuel

Efficiency

Geofence Off

Annotator Off

Ruler Off

A

Active Driver Color

UPS Map Mode On

Vehicle Data

Start Work	16:42
Finish Work	17:22
Engine	Off
Brake	Off
Backing	
Speed	0.0
Shift	Open
Stops	12
Paid Hrs	25.06
Plan Hrs	1.69
Ov/Un	23.36
Break Hrs	0:00
Total Distance	126.28
Braking	

Save Map

Labels

Streets

(b) (6), (b) (7)(C)

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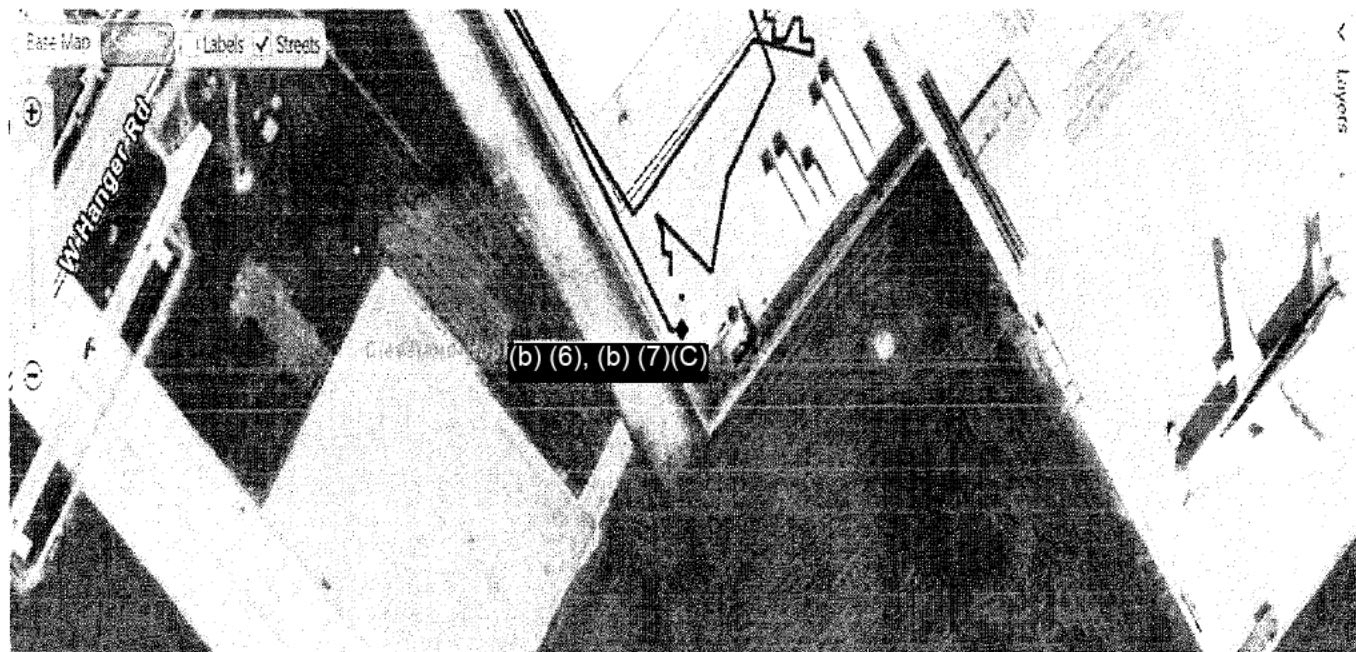
Exhibit 3b

CANTON (b) (6), (b) (7)(C) US 2021- (b) (6), (b) (7) (b) (6), (b) (7)(C) x (b) (6), (b) (7)(C) 021- (b) (6), (b) (7)(C) Clear Address Search

Safety Fuel Efficiency Geofence Off Annotator Off Ruler Off A Active Driver Color UPS Map Mode On

Vehicle Data

Finish Work	17:22
Engine	On
Seatbelt	On
Backing	
Speed	0.0
Bulkhead	Closed
Stops	12
Paid Hrs	25.06
Plan Hrs	1.69
On/Un	23.36
Break Hrs	0:00
Total Distance	126.28
Braking	



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Time Card Report

EMPLOYEE ID (b) (6), (b) (7)(C)	EMPLOYEE NAME (b) (6), (b) (7)(C)	SLIC (b) (6), (b) (7)(C)	SUP GRP (b) (6), (b) (7)(C)	ODS MARK	PAY CODE (b) (6), (b) (7)(C)	ROUTE ID (b) (6), (b) (7)(C)	DATE (b) (6), (b) (7)(C)
REPORTED 16:28	SON START 16:25	ST SORT 00:00	FIN SORT 00:00	ST LOC SORT 00:00	FIN LOC SORT 00:00	FIN WORK 00:25	
TRIP		TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost
1	16:42	17:22	N				
2	17:27	22:41	N				

OTHER WORK ACTIVITY		SLIC (b) (6), (b) (7)(C)	OP Type	Sort	Sup Grp (b) (6), (b) (7)(C)	Code	Description
Start	Finish		PKG			087	087 PaidBk
20:54	21:04		PKG			087	087 PaidBk
21:04	21:14						

VEHICLES INFORMATION

	Vehicle 1 (b) (6), (b) (7)(C)	Vehicle 2 (b) (6), (b) (7)(C)	Vehicle 3	Vehicle 4
Vehicle No.				
Finish	425450	39496		
Start	425440	39310		
Total Miles	10	170		
Shuttle Miles	0	0		
Pump1/Fuel Qty	/0	4 /27	/	/
Pump2/Fuel Qty	/0	/0	/	/
Oil Qty	0	0		
Trailer 1				
Trailer 2				
Trailer 3				
Addn. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	FRE REC PKG: 0	OBL TRP UNL: 0	DRL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PH RECV PKG: 87	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 38
INS LTR STP: 0	OUT LTR STP: 16	PREPAID PKG: 0	ODS TOT PKG: 65
ODS AIR STP: 0	ODS MIX STP: 1	PKGS SCH: 44	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNAL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP		Loose Num		SPECIAL COUNTS				
Area	Type	Trip	Pkgs	Total Stops	DevRel Stops	Pkgs	Stops	Trail	Pallet	A	B	C	D	E
4009		2					1							
4101		2				1	1							
4103		2					1							
4107		2				8	2							
4201		2				7	1							
4203		2				14	3							
4207		2					1							
4207		2				14	1							
9988		2				65	1							

(b) (6), (b) (7)(C) 21

Employee was parked on (b) (6), (b) (7)(C) for 36 minutes with 20 minutes of paid break time taken and no lunch time taken.

Vehicle stopped from 21:01 – 21:37

Paid break time of 21:01 – 21:21

No lunch time taken

16 minutes of unaccounted for time

MASSILLON

(b) (6), (b) (7)(C)

US 2021

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

2021

Clear

Address Search

Safety

Fuel

Efficiency

Geofence Off

Annotator Off

Ruler Off

A

Active Driver Color

UPS Map Mode On

Vehicle Data

Start Work	16:34
Engine	On
Speed	0.0
Braking	
Stops	21
Paid Hrs	22.73
Plan Hrs	8.17
On/Off	14.55
Break Hrs	0:00
Total Distance	108.05
Braking	

Base Map

Labels

Streets

(b) (6), (b) (7)(C)

Layers

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MASSILLON

(b) (6), (b) (7)(C)

US 2021

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

2021

(b) (6), (b) (7)(C)

Clear

Address Search

Safety

Fuel

Efficiency

Geofence Off

Annotator Off

Ruler Off

A Active Driver Color

UPS Map Mode On

Vehicle Data

Start Work	16:34
Finish Work	17:37
Engine	On
SeatBelt	On
Backing	
Speed	0.0
Parked	Closed
Stops	21
Paid Hrs	22.73
Plan Hrs	8.17
On/Un	14.55
Break Hrs	0:00
Total Distance	105.05
Braking	

Base Map

Labels

Streets

(b) (6), (b) (7)(C)

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Exhibit 4c

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAV CODE	HOUSE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)
REPORTED	SCN START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	
16:17	16:20	00:00	00:00	00:00	00:00	00:20	

TRIP			TIME OUT			BREAK DOWN	
No.	Lv Bldg	Rt Bldg	Description	Start	Finish	Time Lost	Code
1	16:35	17:08	Wash				
2	17:21	22:46	H				

OTHER WORK ACTIVITY		SLIC	OP Type	Sort	SUP Grp	Code	Description
Start	Finish	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	087	087 PaidBk
21:01	21:11		PKG			087	087 PaidBk
21:11	21:21						

VEHICLES INFORMATION				
	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		
Finish	69470	157731		
Start	69460	157580		
Total Miles	10	157		
Shuttle Miles	0	0		
Pump1/Fuel Qty	/0	3 /37	/	/
Pump2/Fuel Qty	/0	/0	/	/
Oil Qty	0	0		
Trailer 1				
Trailer 2				
Trailer 3				
Addn. Equip CP/VH	/	/	/	/

DELIVERY INFORMATION			
MISSED PKG:	0	SA CODCALL:	0
NET CALL PKG:	0	PRE REC PKG:	0
SFK COM CALL:	0	DATA TR STP:	0
		PAID SA PKG:	0
		DBL TRP UNL:	0
		PAPER PKG:	0
		NET COD PKG:	0
		DBL TRP LOAD:	0
		SWAP STAT:	0

PICKUP INFORMATION			
PH RECV PKG:	168	<1430 STP:	0
INS LTR STP:	5	OUT LTR STP:	10
ODS AIR STP:	0	ODS MIX STP:	0
MISSED STP:	0	TOT NUM COP:	0
		<1430 PKG:	0
		PREPAID PKG:	0
		PKGS SCH:	70
		HI VAL PKG:	0
		LTR CTR PKG:	69
		ODS TOT PKG:	0
		TOT PKG KEY:	0
		INTERNAL PKG:	0

SPECIAL COUNTS				
Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY		PICKUP		Loose Num.		SPECIAL COUNTS						
Area	svcd	Type	Trips	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Trail	Pallet	A	B	C	D	E
1701			1	55			55	1							
1503			2	8			8	1							
1505			2	6			6	1							
1509			2	11			11	2							
1511			2					1							
1513			2	21			21	3							
1523			2					1							
1529			2	1			1	1							
1701			2	108			108	1							
1711			2	27			27	1							
1713			2	2			2	1							
1715			2	1			1	1							
1719			2					1							
4003			2					1							

(b) (6), (b) (7)(C) 21

Employee was parked on (b) (6), (b) (7)(C) for 36 minutes with 20 minutes of paid break time taken and no lunch time taken.

Vehicle stopped from 20:49 – 21:38

Paid break time of 20:59 – 21:19

No lunch time taken

29 minutes of unaccounted for time

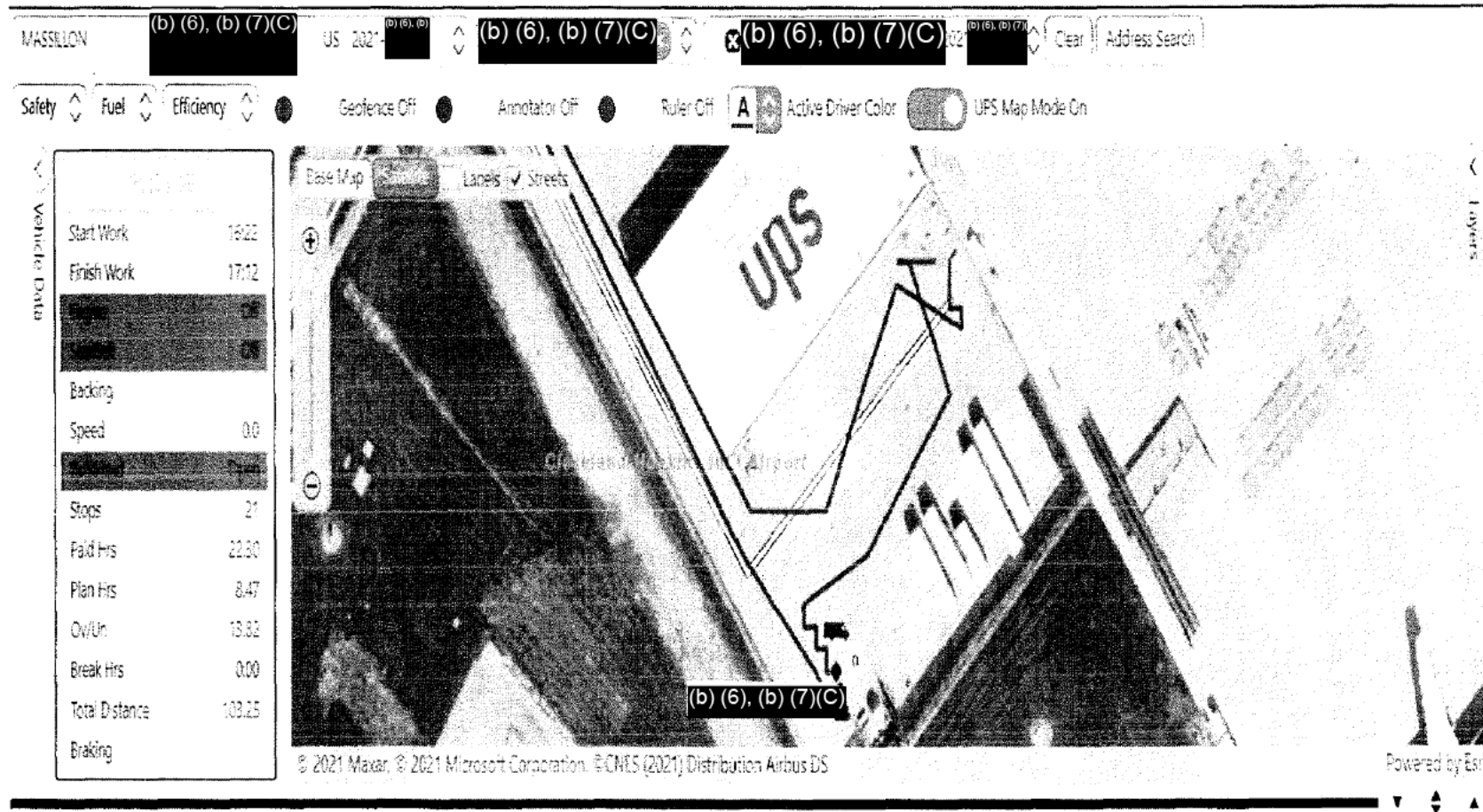


Exhibit 5b

MASSILLON (b) (6), (b) (7)(C) US 2021- (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) 2021 Clear Address Search

Safety Fuel Efficiency Geofence Off Annotator Off Ruler Off A Active Driver Color UPS Map Mode On

Vehicle Data

Start Work	16:22
Finish Work	17:12
Engine	On
SeatBelt	On
Backing	
Speed	0.0
Bulkhead	Closed
Stops	21
Paid Hrs	22.30
Plan Hrs	8.47
Ov/Un	13.82
Break Hrs	0:00
Total Distance	103.25
Braking	



Date: (b) (6), (b) (7)(C) / 2021 Location: (b) (6), (b) (7)(C) MASSILLON Vehicles: (b) (6), (b) (7)(C) Driver: (b) (6), (b) (7)(C)

Report generated on (b) (6), (b) (7)(C) 2021 4:19:51 PM (Eastern Time)

Time Card Report

EMPLOYEE ID (b) (6), (b) (7)(C)	EMPLOYEE NAME (b) (6), (b) (7)(C)	SLIC (b) (6), (b) (7)(C)	GRP (b) (6), (b) (7)(C)	ODS NAME	PAY CODE (b) (6), (b) (7)(C)	ROUTE ID (b) (6), (b) (7)(C)	DATE (b) (6), (b) (7)(C) 21
REPORTED 16:16	SCH START 16:20	ST SORT 00:00	FIN SORT 00:00	ST LOC SORT 00:00	FIN LOC SORT 00:00	FIN WORK 00:20	
TRIP		TIME OUT		BREAK DOWN		Code	
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost
1	16:22	17:12	N				
2	17:21	22:53	N				

OTHER WORK ACTIVITY		SLIC (b) (6), (b) (7)(C)	OP Type	Sort	Sup Gxp (b) (6), (b) (7)(C)	Code	Description
Start	Finish		PKG			087	087 PaidBk
20:59	21:09		PKG			087	087 PaidBk
21:09	21:19						

VEHICLES INFORMATION

	Vehicle 1 (b) (6), (b) (7)(C)	Vehicle 2 (b) (6), (b) (7)(C)	Vehicle 3	Vehicle 4
Vehicle No.	148606	170884		
Finish	148595	170730		
Start	11	154		
Total Miles	0	0		
Shuttle Miles	0	0		
Pump1/Fuel Qty	/0	1 /21	/	/
Pump2/Fuel Qty	/0	/0	/	/
Oil Qty	0	0		
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAR STAT: 0

PICKUP INFORMATION

PM RECV PKG: 294	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 68
INS LTR STP: 5	OUT LTR STP: 10	PREPAID PKG: 0	ODS TOT PKG: 0
QDS AIR STP: 0	QDS MIX STP: 0	PKGS SCH: 70	TOT PKG KEY: 0
MISSED STP: 0	TOT HUM COP: 0	HI VAL PKG: 4	INTERNAL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP		Lense. Num		SPECIAL COUNTS				
Area	Type	Trip	Pkgs	Total	DrvRel	Pkgs	Stops	Trail	Pallet	A	B	C	D	E
1701		1				144	1							
1503		2				3	1							
1505		2				2	1							
1509		2				21	3							
1511		2				4	1							
1513		2				7	3							
1517		2				2	1							
1523		2					1							
1599		2				1	1							
1701		2				135	1							
1711		2				33	1							
1713		2				2	1							
1715		2					1							
1719		2					1							
4003		2					1							

(b) (6), (b) (7)(C)

21

Employee was parked in (b) (6), (b) (7)(C) for 49 minutes with 20 minutes of paid break time taken and no lunch time taken.

Vehicle stopped from 20:54-21:43

Paid break time of 21:03-21:23

No lunch time taken

29 minutes of unaccounted for time

MASSILLON

(b) (6), (b) (7)(C)

US 2021-

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Safety

Fuel

Efficiency

Geofence Off

Annotator Off

Toggle Ruler Off

A

Active Driver Color

UPS Map

Vehicle Data

20:54:10

Start Work	16:28
Finish Work	17:16
Engine	Off
SeatBelt	Off
Backing	
Speed	0.0
BulkHead	Closed
Stops	21
Paid Hrs	24.90
Plan Hrs	6.26
Ov/Un	18.63
Break Hrs	0:00
Total Distance	103.29
Braking	

Base Map

Satellite

Labels

Streets

(b) (6), (b) (7)(C)

ups

720

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Exhibit 6b

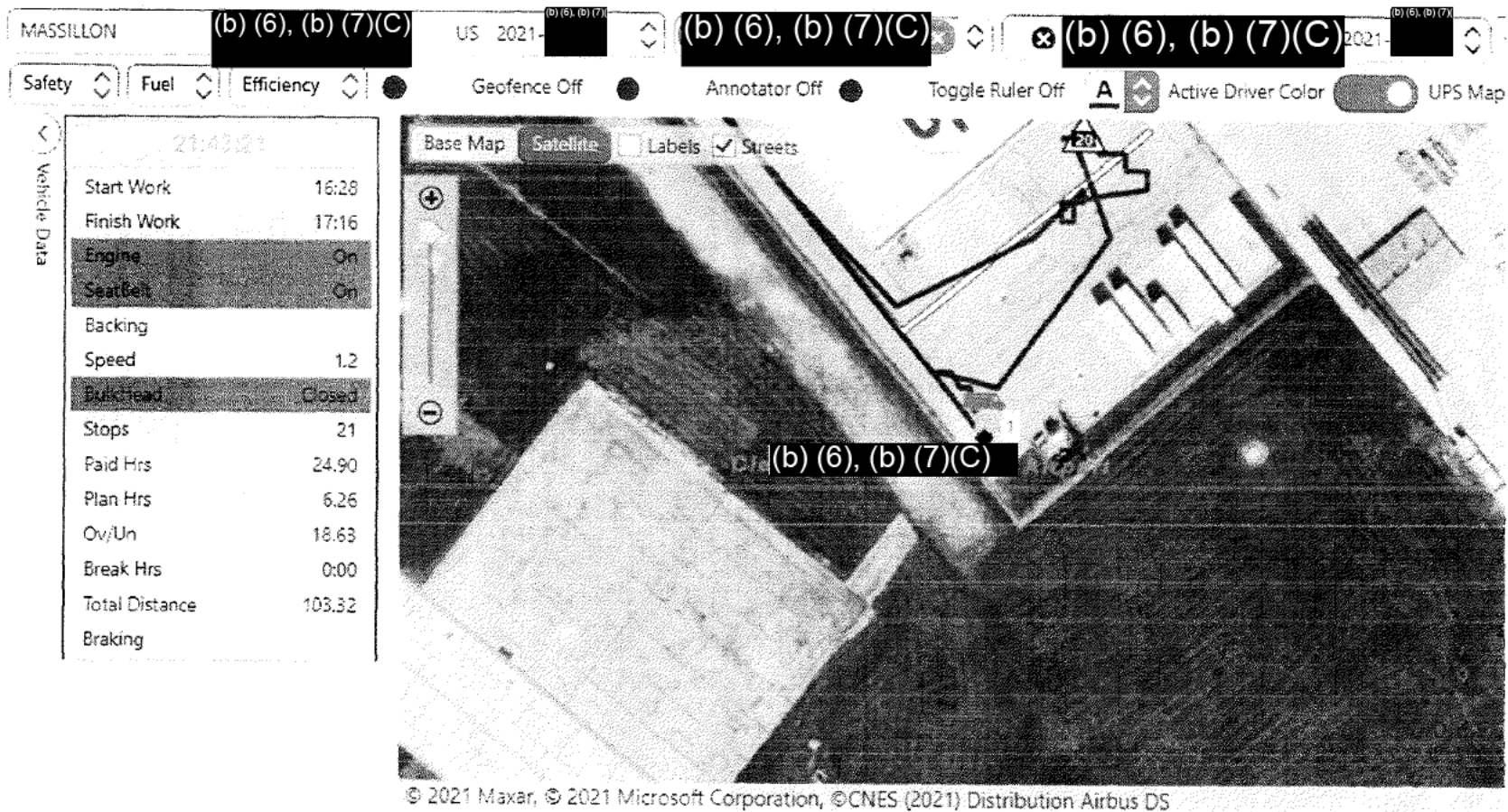


Exhibit 6c

Time Card Report

EMPLOYEE ID (b) (6), (b) (7)(C)	ROUTE NAME (b) (6), (b) (7)(C)	SLIC (b) (6), (b) (7)(C)	SUP GRP (b) (6), (b) (7)(C)	OJS NAME	PAY CODE (b) (6), (b) (7)(C)	ROUTE ID (b) (6), (b) (7)(C)	DATE (b) (6), (b) (7)(C)
REPORTED 16:18	SCH START 16:20	ST SORT 00:00	FIN SORT 00:00	ST LOC SORT 00:00	FIN LOC SORT 00:00	FIN WORK 00:20	
TRIP							BREAK DOWN
No.	Ev Bldg	Rt Bldg	Wash	TIME OUT Description	Start	Finish	Time Lost Code
1	16:28	17:16	N				
2	17:24	22:54	N				
OTHER WORK ACTIVITY							
Start	Finish	SLIC (b) (6), (b) (7)(C)	OP Type (b) (6), (b) (7)(C)	Sort	SUP GRP (b) (6), (b) (7)(C)	Code 087	Description 087 PaidBk
21:03	21:13					087	087 PaidBk
21:13	21:23						

VEHICLES INFORMATION

	Vehicle 1 (b) (6), (b) (7)(C)	Vehicle 2 (b) (6), (b) (7)(C)	Vehicle 3	Vehicle 4
Vehicle No.	15779	1357		
Finish	15779	1357		
Start	15779	1357		
Total Miles	10	156		
Shuttle Miles	0	0		
Pump1/Fuel Qty	/0	3 /18	/	/
Pump2/Fuel Qty	/0	/0	/	/
Oil Qty	0	0		
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UH	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PM RECV PKG: 244	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 69
INS LTR STP: 5	OUT LTR STP: 10	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCH: 70	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNAL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP		Loose Num		SPECIAL COUNTS				
Area	Type	Trip	Pkgs	Total Stops	DrvRef Stops	Pkgs	Stops	Trail	Pallet	A	B	C	D	E
1701		1				160	1							
1503		2				22	1							
1505		2					1							
1509		2				13	1							
1511		2				2	1							
1513		2				11	1							
1517		2					1							
1523		2					1							
1599		2					1							
1701		2				50	1							
1711		2				30	1							
1713		2				1	1							
1715		2					1							
1719		2					1							
4003		2				1	1							

TO: Employee File

FROM: (b) (6), (b) (7)(C)

DATE: (b) (6), (b) (7)(C) 2021

RE: (b) (6), (b) (7)(C) Observation

On (b) (6), (b) (7)(C) 21 (b) (6), (b) (7)(C) and I completed a physical observation on (b) (6), (b) (7)(C). We completed the observation because we believed (b) (6), (b) (7)(C) was stealing time. This came to our attention on (b) (6), (b) (7)(C) 21 when we were notified that (b) (6), (b) (7)(C) had arrived late to (b) (6), (b) (7)(C) with the Canton shuttle the night prior. After reviewing (b) (6), (b) (7)(C) telematics for (b) (6), (b) (7)(C) 21 we determined that there was a large time discrepancy in (b) (6), (b) (7)(C) return trip to the building. As we began to look further we discovered that these discrepancies occurred on Monday, Tuesday, and Wednesday of that week. On Friday (b) (6), (b) (7)(C) 21 we reviewed (b) (6), (b) (7)(C) telematics from Thursday and we discovered there was a large gap in time on Thursday as well. At that point we decided to perform a physical observation on (b) (6), (b) (7)(C) to verify if (b) (6), (b) (7)(C) was taking lunch and break time without properly recording it in (b) (6), (b) (7)(C) DIAD. Below are notes from that observation:

At 20:46 (b) (6), (b) (7)(C) arrived to the gateway and backed to the dock to unload (b) (6), (b) (7)(C) packages

At 20:58 (b) (6), (b) (7)(C) left the gateway to start (b) (6), (b) (7)(C) return back to the Canton building

At 21:34 (b) (6), (b) (7)(C) arrived to the (b) (6), (b) (7)(C) parking lot at (b) (6), (b) (7)(C)

At 21:36 (b) (6), (b) (7)(C) walked through the (b) (6), (b) (7)(C) lot into the (b) (6), (b) (7)(C) lot entering the restaurant

At 22:05 (b) (6), (b) (7)(C) returned to the vehicle where (b) (6), (b) (7)(C) sat and talked with another shuttle driver

At 22:26 (b) (6), (b) (7)(C) started to move the vehicle but stopped after a few feet to further speak with the other driver

At 22:29 (b) (6), (b) (7)(C) left (b) (6), (b) (7)(C) lot to resume (b) (6), (b) (7)(C) return back to the Canton building

At 22:42 (b) (6), (b) (7)(C) arrived to the gas station at (b) (6), (b) (7)(C)

At 22:49 (b) (6), (b) (7)(C) left the gas station and returned to the Canton building

At 23:16 (b) (6), (b) (7)(C) arrived back to the Canton building

(b) (6), (b) (7)(C) was stopped for a combined total of 59 minutes with 20 minutes of paid break time entered and no lunch time entered.

Exhibit 6.1

(b) (6), (b) (7)(C)

21

Employee parked at (b) (6), (b) (7)(C) for a combined total of 55 minutes with 20 minutes of paid break time taken and no lunch time recorded.

Vehicle stopped from 21:33-22:26

Paid break time of 21:46-22:06

No lunch time taken

33 minutes of unaccounted for time

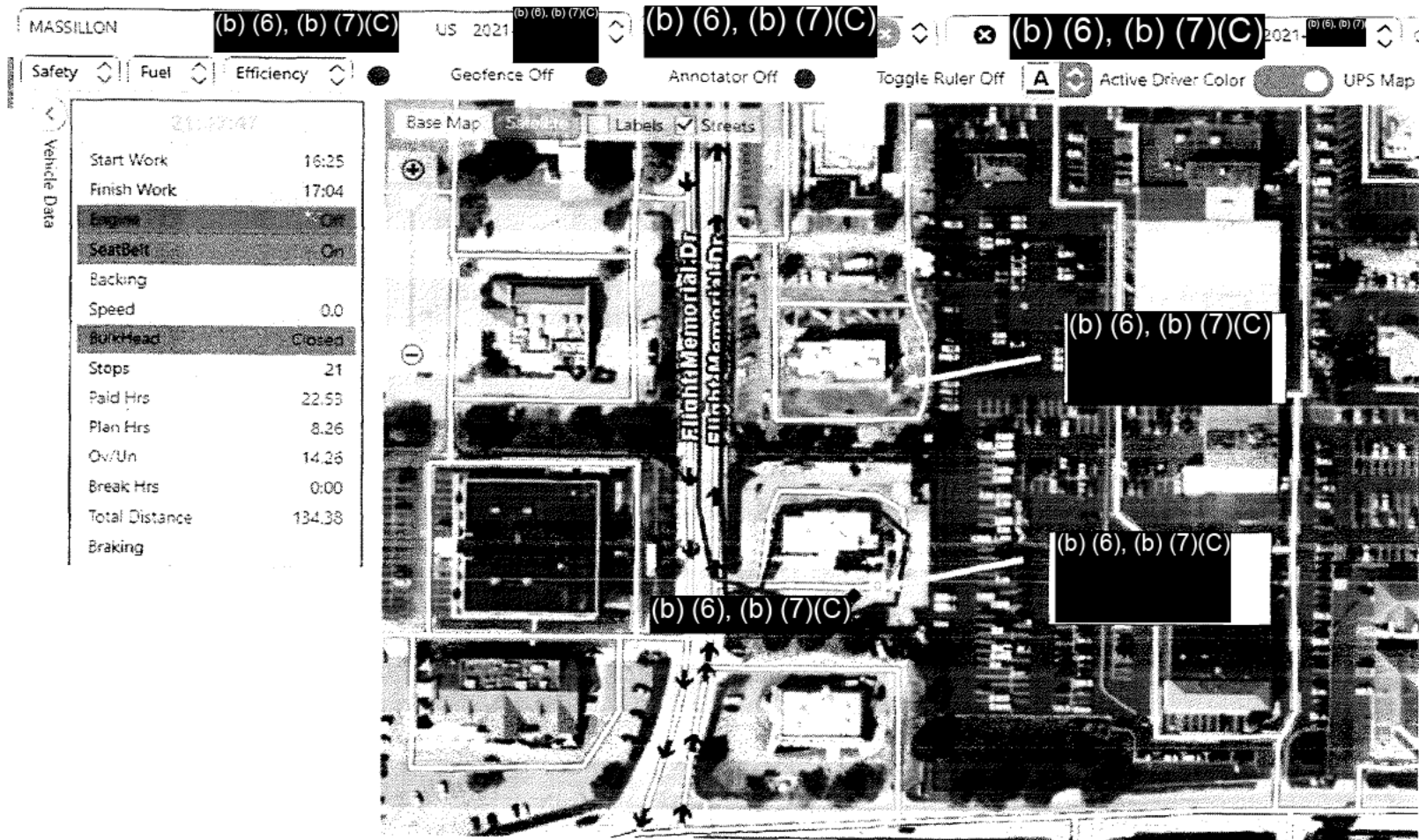


Exhibit 7b

MASSILLON (b) (6), (b) (7)(C) US 2021- (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) 2021 (b) (6), (b) (7)(C)

Safety Fuel Efficiency Geofence Off Annotator Off Toggle Ruler Off A Active Driver Color UPS Map

Vehicle Data

22:26:43

Start Work	16:25
Finish Work	17:04
Engine	On
SeatBelt	On
Backing	
Speed	0.0
Bulkhead	Closed
Stops	21
Paid Hrs	22.53
Plan Hrs	8.26
Ov/Un	14.26
Break Hrs	0:00
Total Distance	134.38
Braking	

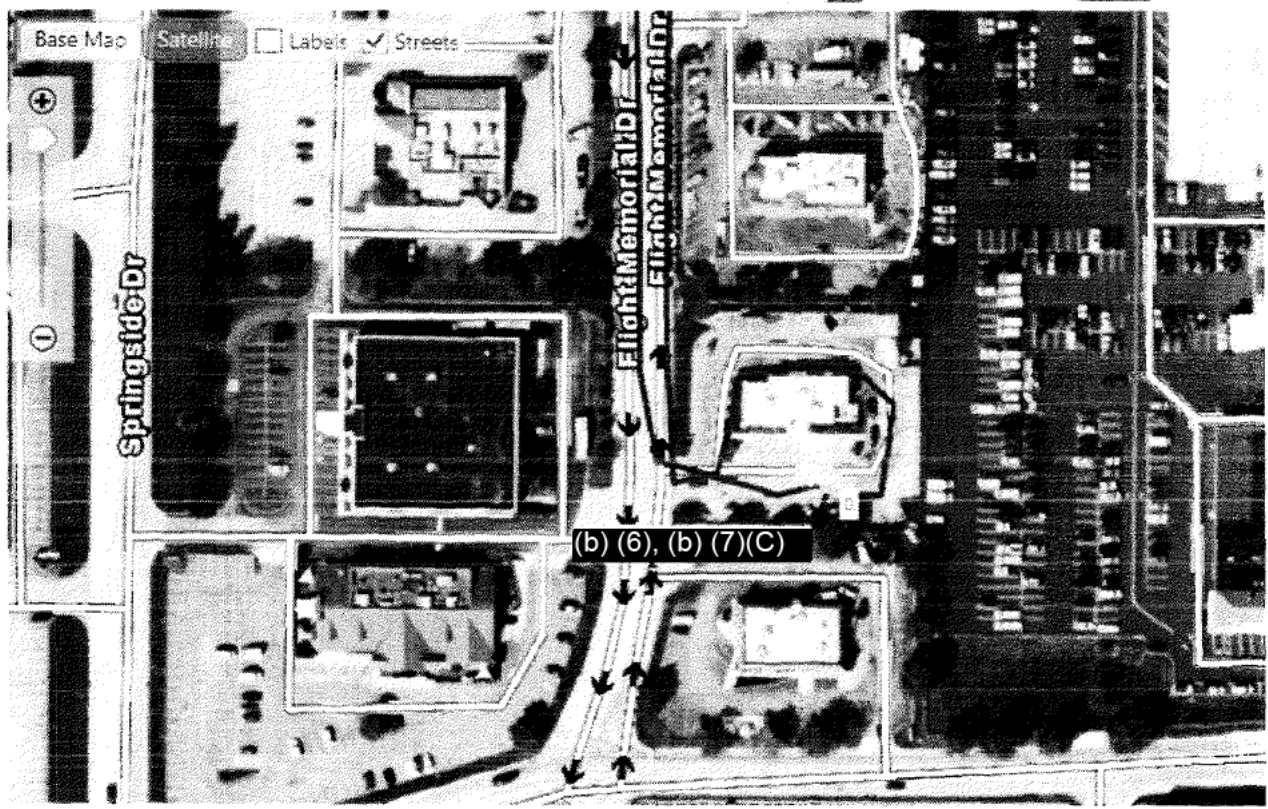


Exhibit 7c

(b) (6), (b) (7)(C)

21

Employee was parked at (b) (6), (b) (7)(C) for 7 minutes with no lunch or break time entered.

Vehicle stopped from 22:42-22:49

No lunch or breaks taken

7 minutes of unaccounted for time



Exhibit 7c

MASSILLON (b) (6), (b) (7)(C) US 2021 (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) 2021- (b) (6), (b) (7)(C) Clear

Safety Fuel Efficiency Geofence Off Annotator Off Toggle Ruler Off A Active Driver Color UPS Map Mc

Vehicle Data

Start Work	16:25
Finish Work	17:04
Engine	On
SeatBelt	On
Backing	
Speed	1.2
BulkHead	Closed
Stops	21
Paid Hrs	22:53
Plan Hrs	8.26
On/Un	14.26
Break Hrs	0:00
Total Distance	145.93
Braking	

Base Map Satellite Labels Streets

(b) (6), (b) (7)(C)

Exhibit 7f

Time Card Report

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	STIC	SUP GRP	OVS NAME	DAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	
16:19	16:20	00:00	00:00	00:00	00:00	00:20	
TRIP		TIME OUT			BREAK DOWN		
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost
1	16:25	17:04	N				
2	17:12	23:17	N				

OTHER WORK ACTIVITY	Start	Finish	SLIC	OP Type	Sort	Emp Grp	Code	Description
	21:46	21:56	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	O87	O87 PaidBk
	21:56	22:06		PKG			O87	O87 PaidBk

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		
Finish	157811	1871		
Start	157800	1712		
Total Miles	11	159		
Shuttle Miles	0	0		
Pump1/Fuel Qty	/0	1 /20	/	/
Pump2/Fuel Qty	/0	/0	/	/
Oil Qty	0	0		
Trailer 1				
Trailer 2				
Trailer 3				
Addn. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRF LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PM RECV PKG: 207	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 39
INS LTR STP: 5	OUT LTR STP: 10	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCH: 41	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNAL PKG: 0

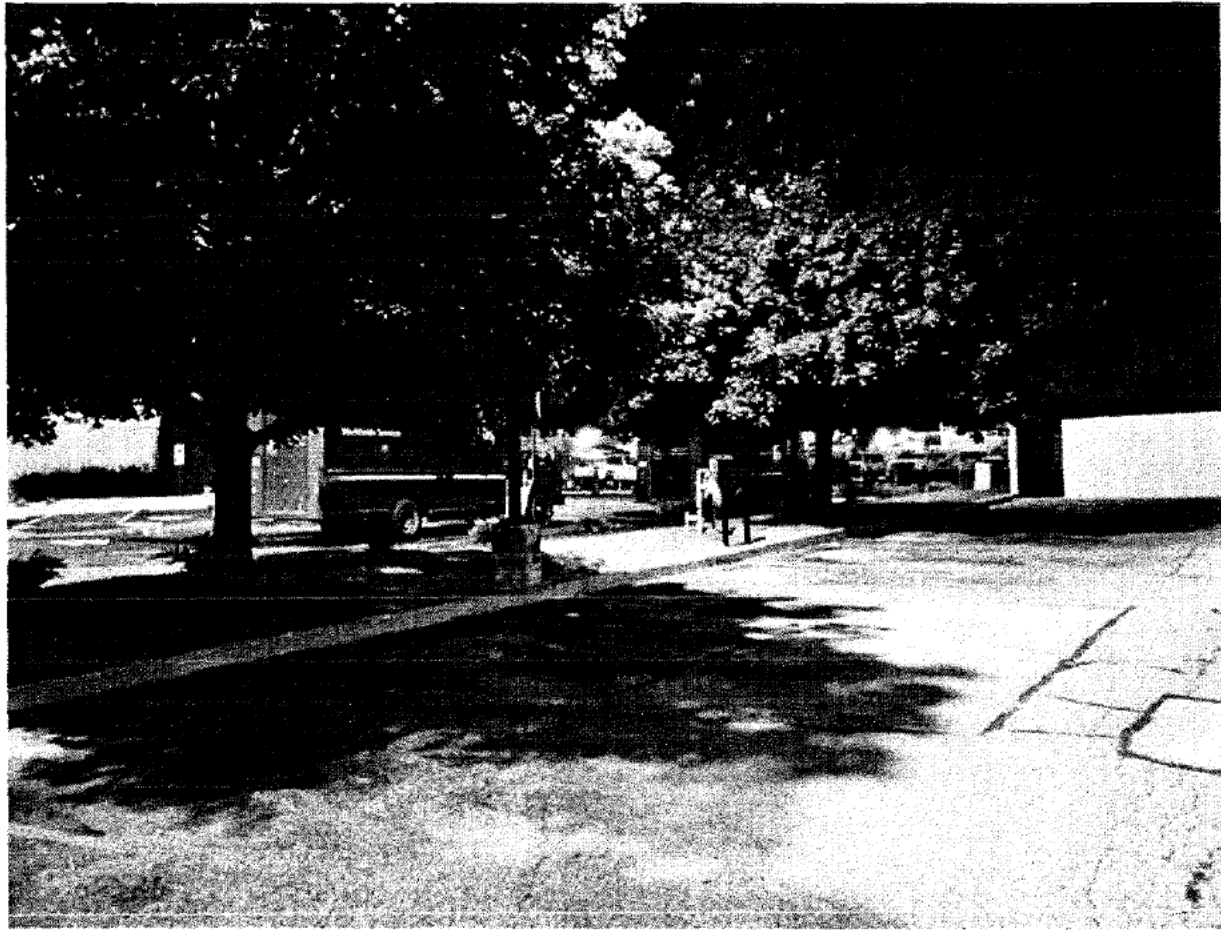
SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP				SPECIAL COUNTS				
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Trail	Num Pallet	A	B	C	D	E
1701		1				102	1							
1503		2				1	1							
1505		2				3	1							
1509		2				20	3							
1511		2					1							
1513		2				13	3							
1517		2				2	1							
1523		2				1	1							
1599		2				1	1							
1701		2				85	1							
1711		2				10	1							
1713		2				1	1							
1715		2					1							
1719		2					1							
4003		2					1							



Exhibit 8a



(b) (6), (b) (7)(C)



TRUCK DRIVERS UNION LOCAL 92
3327 NINTH STREET SW
CANTON, OH 44707

(b) (6), (b) (7)(C)

NAME:

(b) (6), (b) (7)(C)

DATE:

(b) (6), (b) (7)(C)

ADDRESS:

PHONE:

(b) (6), (b) (7)(C)

EMPLOYER:

DATE HIRED:

(b) (6), (b) (7)(C)

UNION STEWARD:

(b) (6), (b) (7)(C)

DATE I SAW MY EMPLOYER ON THIS GRIEVANCE:

(b) (6), (b) (7)(C)

2021

INSTRUCTIONS TO EMPLOYER:

1. When the grievance has been written, a copy should be given to the Union Steward. The original should be given to the Foreman (or Supervisor).
2. Grievances should be set forth fully so that they may be understood.
3. By presenting the grievance, the employee grants to the Union complete authority to present, negotiate, and bargain regarding this grievance and agrees to be bound by such disposition to the grievance as may be made or agreed to by the Union or its delegated representatives. The undersigned employee may be present at any and all steps of the grievance procedure.

GRIEVANCE:

Protesting my discharge on (b) (6), (b) (7)(C) 2021.

REQUESTED REMEDY:

To be returned to work with full backpay and benefits.

EMPLOYEE'S SIGNATURE:

(b) (6), (b) (7)(C)

DISPOSITION OF GRIEVANCE

21- BOFP ITIC No reference / No precedest. Discharge reduced to time served RTW. 21. This decision will have no impact to grievant's feeder eligibility.

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

DECISIONS

RE: Shop Grievance: On behalf of all members within Teamsters Local 413 jurisdiction. The Company is in violation of Article 6, National Master Agreement, Article 4, Central Region Agreement and all other Articles that apply regarding implementing Seasonal Personal Vehicle Drivers (SPVD). Further facts to be presented.

[illegible]

DECISION:



CASE NO: (b) (6), (b) (7)(C)

LOCAL UNION NO: 413(GL)

GRIEVANT: (b) (6), (b) (7)(C)

ARTICLE: All that apply

GRIEVANCE NO: (b) (6), (b) (7)(C)

PT/FT:

RE: I am protesting the recap letter I received on (b) (6), (b) (7)(C) 2021. I wish for the letter & the Company's position to be rescinded. Further facts to be presented. I wish to be made whole in all ways.

Holds

Postponed Union

Date

10/21

Notes

DECISION:

CASE NO: (b) (6), (b) (7)(C)

LOCAL UNION NO: 92(GL)

GRIEVANT: (b) (6), (b) (7)(C)

ARTICLE: Art 1/a

GRIEVANCE NO:

PT/FT:

RE: Protesting my discharge on (b) (6), (b) (7)(C) 2021 that may apply. Requested Remedy: To be put back to work with full back pay and benefits.

DECISION: Deadlocked

CASE NO: (b) (6), (b) (7)(C)

LOCAL UNION NO: 100(OV)

GRIEVANT: (b) (6), (b) (7)(C)

ARTICLE: All that apply

GRIEVANCE NO: (b) (6), (b) (7)(C)

PT/FT:

RE: On (b) (6), (b) (7)(C) 2021 I was terminated for unauthorized leave of absence. I wish to be reinstated and to be made whole.

Holds

Postponed Union

Date

(b) (6), (b) (7)(C)

Notes

No liability

DECISION:



**Belpar
Pet Care
Centre**

...because your pet leaves pawprints on our hearts too.

(b) (6), (b) (7)(C)

4835 Fulton Drive Northwest
Canton, Ohio 44718
Phone: (330) 492-8387
Fax: (330) 492-7387
Email: belparvet@aol.com
www.belparvet.com

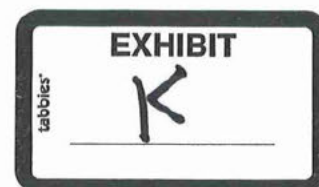
(b) (6), (b) (7)(C) 2018

To Whom It May Concern,

On the afternoon of (b) (6), (b) (7)(C) 2018, our regular UPS driver, (b) (6), (b) (7)(C) was attempting to make a delivery during a busy scheduled afternoon. Upon arrival, (b) (6), (b) (7)(C) entered the building and loudly announced to us that our parking lot was full and that we had to move cars in order to allow (b) (6), (b) (7)(C) to maneuver (b) (6), (b) (7)(C) truck. This caught our staff off guard, as (b) (6), (b) (7)(C) did this in front of our clients who were waiting for appointments. Prior to this day, to several employees, (b) (6), (b) (7)(C) complained almost every delivery (b) (6), (b) (7)(C) made about how full our parking lot was when (b) (6), (b) (7)(C) delivers. We at the time, had a few parking spots open in the front of our building, along with a doctors car that (b) (6), (b) (7)(C) had plenty room to back (b) (6), (b) (7)(C) truck into, but (b) (6), (b) (7)(C) complained that (b) (6), (b) (7)(C) is NOT allowed to back up (b) (6), (b) (7)(C) vehicle under any circumstances. Meanwhile, a few other cars pulled in to fill those spots. (b) (6), (b) (7)(C) stood in our lobby before delivering the packages, complaining to our clients about how (b) (6), (b) (7)(C) was stuck in the drive. When (b) (6), (b) (7)(C) finally decided to bring our packages in, (b) (6), (b) (7)(C) rudely complained to more employees about our parking lot. One of our (b) (6), (b) (7)(C) was just coming out of surgery and bypassed the conversation. (b) (6), (b) (7)(C) immediately interrupted (b) (6), (b) (7)(C) rude behavior and told (b) (6), (b) (7)(C) that (b) (6), (b) (7)(C) was being very rude to our staff and (b) (6), (b) (7)(C) was to stop immediately. Once (b) (6), (b) (7)(C) stopped arguing with our staff, (b) (6), (b) (7)(C) told (b) (6), (b) (7)(C) that (b) (6), (b) (7)(C) is more than welcome to park in the street to deliver and that our other delivery drivers never have any issues or complaints. We receive MULTIPLE deliveries a day by several different companies. (b) (6), (b) (7)(C) argued with (b) (6), (b) (7)(C) stating (b) (6), (b) (7)(C) was not allowed to park in the street or back up into a drive. (b) (6), (b) (7)(C) told us that (b) (6), (b) (7)(C) was going to have to come help (b) (6), (b) (7)(C) to get out of (b) (6), (b) (7)(C) spot. While (b) (6), (b) (7)(C) waited, (b) (6), (b) (7)(C) stated that this was going to be the last day on this route and we would get a new driver the next business day. (b) (6), (b) (7)(C) stated that it was a good thing that it was (b) (6), (b) (7)(C) last day because (b) (6), (b) (7)(C) would not be returning here if (b) (6), (b) (7)(C) continued to act like that. (b) (6), (b) (7)(C) was in our lobby for roughly 20-30 minutes very upset.

Thank you.

(b) (6), (b) (7)(C)



4300 E. 68th Street
Cleveland, Ohio 44105
1-800-742-5877



(b) (6), (b) (7)(C) 2018

(b) (6), (b) (7)(C)

Dear (b) (6), (b) (7)(C)

Part of my responsibility is to assure that our employees are made aware of problem areas. Normally when pointed out, these problems are corrected.

You have been instructed in the past regarding failure to follow instructions, specifically delivery methods and reporting misloads timely. Following instructions is basic and should not have to be talked about more than once. Your failure to follow instructions results in poor performance, poor work methods and possible service failures.

You have one of the best jobs in the community and you should do whatever is needed so that further disciplinary action, up to and including discharge, will not be necessary.

Sincerely,

U P S

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

pc: (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Date Given to Employee: (b) (6), (b) (7)(C)

By Whom: (b) (6), (b) (7)(C)

Employee Comments: I'll file a grievance.

To: File
From: (b) (6), (b) (7)(C)
Re: (b) (6), (b) (7)(C) Missed pieces
Date: (b) (6), (b) (7)(C) /2018

On (b) (6), (b) (7)(C) /2018 a meeting was held in my office regarding (b) (6), (b) (7)(C) six Missed pieces yesterday (b) (6), (b) (7)(C) /2018. Present for the meeting were (b) (6), (b) (7)(C), (b) (6), (b) (7)(C), and (b) (6), (b) (7)(C). The six Missed pieces were all misloads that (b) (6), (b) (7)(C) failed to report timely. (b) (6), (b) (7)(C) reported the first mislead through ODS after 1500. The last one was reported at 1946. (b) (6), (b) (7)(C) and I explained how this was completely unacceptable. We informed (b) (6), (b) (7)(C) that (b) (6), (b) (7)(C) would receive a letter for Failure to Follow Instructions. We also instructed (b) (6), (b) (7)(C) to report misloads by 1500. (b) (6), (b) (7)(C) committed to follow that instruction.

(b) (6), (b) (7)(C)

Address	Tracking #	Consignee	Discovery/Service Provider	Discovery/Rte	Discovery/Driver Comment	Plan	RHIN
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 3-4	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		13D	4455
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 4-5	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		10B	7408
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 5-6	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		13D	4923
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 6-7	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		10B	MFR
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 7-8	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	BAD POW	10C	8010
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	BAD POW	17E	6900
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		15E	6416
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		12C	RDL
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		12C	RDL

if A.M.
/ noon

(b) (6), (b) (7)(C)

Amazon Fulfillment Services
12 Trade Street
Lebanon, NY 11454
USA

UPS - LEXKY - T
SHIP TO: (b) (6), (b) (7)(C)
PREMIUM

OH 447 9 - 20

UPS GROUND
TRACKING #: (b) (6), (b) (7)(C)



DMV[Yy6]9[Z]second/1 of 1/4487249651/312

DO NOT MISS OUT
Visit [amazon.com/social](https://www.amazon.com/social) or scan QR code to follow Amazon on Instagram!

UPS - LEXKY - T

401 / 27
125 / 21:01

amazon.com

UP
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(b) (6), (b) (7)(C)

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(b) (6), (b) (7)(C)

NOT POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

UPS

1 LBS

SHIP TO: USPS 44646
333 ERIE ST S
MASSILLON OH 44646-9998

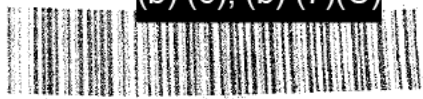


OH 447 9-20 C



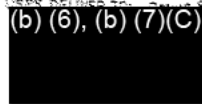
UPS SUREPOST

(b) (6), (b) (7)(C)



(b) (6), (b) (7)(C)

Service Requested



USPS TRACKING # 9VS



(b) (6), (b) (7)(C)



DL1da2V447xscps1 of 17338-524-289343851

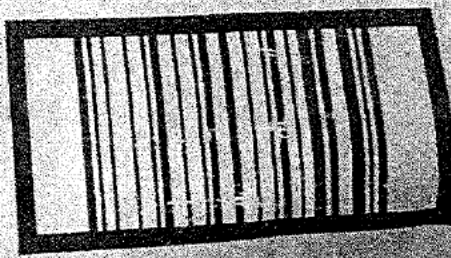
6/27
MS 20:57



SPROL7N617n



BB1



PM2



25% RECYCLED
CONTENT

free reading
audiobooks and magazines

free listening
podcasts and audiobooks

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

OH 447 9-20

UPS GROUND
TRACKING

(b) (6), (b) (7)(C)

DO NOT MISS OUT

Visit [amazon.com/ups](#) or scan QR code to receive Amazon
in Instagram

UPS - CCHIL - D

"Alexa,
what are your deals?"

Free delivery

(b) (6), (b) (7)(C)

P: BLUE

S: BY

I:

JEB - 7882

(b) (6), (b) (7)(C)

018 12 02 01 758027410 04/22/22 2018

SHIPPING
ADDRESS
ORDER NUMBER
MS: 26

(b) (6), (b) (7)(C)

1 LBS

4/27/22
MS/26/5

1 OF 1



DO NOT MISS OUT

Visit [amazon.com](#) for more on this code to follow Amazon on Instagram

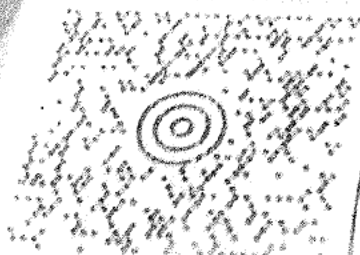


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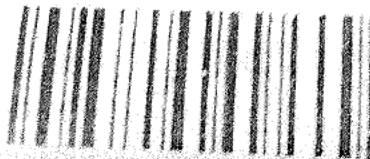
"Alexa,
what are your deals?"

1 LBS

(b) (6), (b) (7)(C)

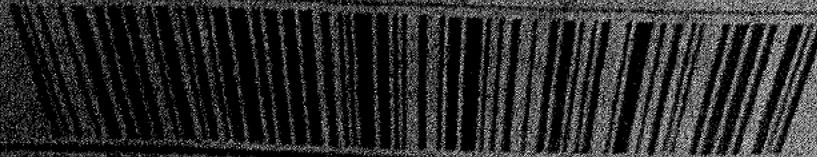


OH 447 9-20

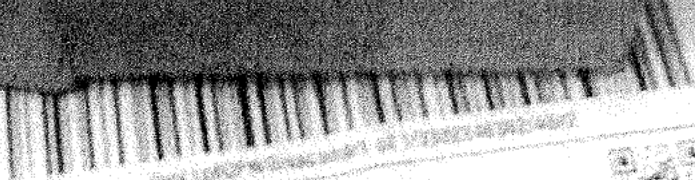


UPS GROUND

TRACKING #: 1Z 953 29A 03 4465 8376



(b) (6), (b) (7)(C)



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Visit www.ups.com/track or scan QR code to follow Amazon



UPS - CCHIL - D

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219

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

OH 447 9-20

(b) (6), (b) (7)(C)

to open, tear along perforation

and what you love
love what you find.

Department of Health and Human Services

QVC.com

Find what you love.
Love what you find.

(b) (6), (b) (7)(C)

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(b) (5), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

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(b) (6), (b) (7)(C)

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SLIC:
REGION:
DISTRICT:

(b) (6), (b) (7)(C)

S/A & Missed

FOR DATE: (b) (6), (b) (7)(C) 18

Print Date: (b) (6), (b) (7)(C) 18
Print Time: 06:01
Page: 1 of 1

STOP ADDRESS	RES/COM STOPTIME	INFO NOTICE SHIP #	TRACKING #	TYPE	CHARGE(S) ---	AMOUNT	TYPE	DISPOSITION
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 18	Loop: (b) (6), (b) (7)(C)	Vehicle(s): (b) (6), (b) (7)(C)					
(b) (6), (b) (7)(C)	COM 11:44 (b) (6), (b) (7)(C)				(b) (6), (b) (7)(C)		DEL	Closed 1
(b) (6), (b) (7)(C)	COM 13:03 (b) (6), (b) (7)(C)				(b) (6), (b) (7)(C)		DEL	Closed 1
(b) (6), (b) (7)(C)	RES 14:02 (b) (6), (b) (7)(C)				(b) (6), (b) (7)(C)		DEL	Next Day Nil UPS AP
(b) (6), (b) (7)(C)	RES 14:26 (b) (6), (b) (7)(C)				(b) (6), (b) (7)(C)		DEL	Next Day Nil UPS AP
(b) (6), (b) (7)(C)	RES 20:56				(b) (6), (b) (7)(C) (b) (6), (b) (7)(C)	856	DEL	Missed
(b) (6), (b) (7)(C)	RES 20:57				(b) (6), (b) (7)(C) (b) (6), (b) (7)(C)	8333	DEL	Missed
(b) (6), (b) (7)(C)	RES 20:58				(b) (6), (b) (7)(C) (b) (6), (b) (7)(C)	6482	DEL	Missed
(b) (6), (b) (7)(C)	RES 20:59				(b) (6), (b) (7)(C) (b) (6), (b) (7)(C)	7882	DEL	Missed
(b) (6), (b) (7)(C)	COM 21:00				(b) (6), (b) (7)(C) (b) (6), (b) (7)(C)	ROZ	DEL	Missed
(b) (6), (b) (7)(C)	RES 21:01				(b) (6), (b) (7)(C) (b) (6), (b) (7)(C)	1774	DEL	Missed

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Reviewed with (b) (6), (b) (7)(C) again
that donors are to go
through loads by 3:00 PM
to verify commercial stops
along with any mistakes.

(b) (6), (b) (7)(C)

4300 E. 68th Street
Cleveland, Ohio 44105
1-800-742-5877



(b) (6), (b) (7)(C) 2019

(b) (6), (b) (7)(C)

Dear (b) (6), (b) (7)(C)

Part of my responsibility is to assure that our employees are made aware of problem areas. Normally when pointed out, these problems are corrected.

You have been instructed in the past regarding failure to follow instructions, specifically regarding being out of uniform. Following instructions is basic and should not have to be talked about more than once. Your failure to follow instructions results in poor performance, poor work methods and possible service failures.

You have one of the best jobs in the community and you should do whatever is needed so that further disciplinary action, up to and including discharge, will not be necessary.

Sincerely,

U P S

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

pc:

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Date Given to Employee:

(b) (6), (b) (7)(C)

By Whom:

(b) (6), (b) (7)(C)

and (b) (6), (b) (7)(C)

Employee Comments:

I'm probably going to dispute this.

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Day 2 – In-Class – UPS Uniform and Personal Appearance Guidelines

A professional appearance greatly impacts the way our customers view us and how our employees interact on the job. We require all employees—those who wear UPS-issued uniforms or those who wear their own personal clothing—to maintain a professional appearance that is appropriate for their work environment.

-UPS Policy Book

The UPS Uniform and Personal Appearance Guidelines represent the practical application of our company policy. The guidelines were developed to ensure that the appearance of all UPS people who meet the public while on the job reflect qualities that are part of our high standards of service and professionalism. Although the guidelines generally reflect UPS's company policy, some areas of the country may adhere to different standards as a result of collective bargaining, well established local practices, or the grievance process. Each UPSer who wears a UPS uniform is responsible for thoroughly reviewing and practicing the applicable uniform and appearance guidelines.

UNIFORM

- The complete uniform must be worn while on duty. Only designated uniform items are acceptable. Uniforms issued by UPS are to be returned to UPS upon conclusion of employment with UPS or upon UPS request.
- The uniform is not to be worn off UPS premises while off duty, or for personal use, except in those areas where a practice exists allowing a uniform to be worn to and from work. The uniforms issued are UPS property. Uniforms may not be sold, loaned, or given to any individual or organization.
- It is the responsibility of the employee to whom the uniform is issued, to be kept and maintained in accordance with current UPS uniform guidelines, and stored securely at all times.
- All uniform parts should be in good condition (no tears, frayed collars, etc.).
- Shoes must be black or brown only and of polishable leather. Shoes should be sturdy, slip resistant, and kept in a clean and polished condition.
- Undergarments that are visible shall be solid white or brown and should not extend beyond the sleeves of the shirt.
- Long pants must be worn with black or brown socks.
- Uniform shorts can only be worn with the new UPS logo socks.
- No long sleeve shirts with shorts

HAIRSTYLE

MEN

- Hairstyles should be worn in a businesslike manner.
- Hair should not cover any part of the eyes.
- Hair should not extend below the upper half of the ear, nor below the top of the shirt collar in the back.
- Sideburns must be neatly trimmed and should not extend below the bottom of the ear.
- A mustache must be neatly trimmed and should not extend below the corners of the mouth.
- Except for mustaches described above, employees are to be clean shaven.
- Body piercing and tattoos must not be visible.
- Appropriate jewelry may be worn such as a watch and ring
- Visible orthopedic braces or other support devices must be professional in appearance.

WOMEN

- Hairstyles should be worn in a businesslike manner.
- Hair should not cover any part of the eyes.
- The length of any hairstyle should not extend beyond the shoulders.
- Hair longer than shoulder length must be worn up, in a style such as a twist or a knot.
- Body piercing (except for post-type earrings which can be worn in both ears. Only one earring per ear is permitted) and tattoos must not be visible.
- Appropriate jewelry may be worn such as a watch and ring.
- Visible orthopedic braces or other support devices must be professional in appearance.

I have read and thoroughly understand the UPS Personal Appearance Guidelines.

Service Provider Trainee Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

17

NSPT Lead Instructor Signature

Date

4300 E. 68th Street
Cleveland, Ohio 44105
1-800-742-5877



(b) (6), (b) (7)(C) 2019

(b) (6), (b) (7)(C)

Dear (b) (6), (b) (7)(C)

I'm extremely concerned about your safe driving methods due to your recent accident on (b) (6), (b) (7)(C) 2019. You have driven safely from (b) (6), (b) (7)(C) 2017 to (b) (6), (b) (7)(C) 2019.

As you know, driving professionally and defensively is much more than simply observing traffic regulations. Top notch professional drivers constantly practice the principles of defensive driving. They always drive in a fashion that enables them to defend against situations and conditions that cause accidents.

We feel you have the ability to be that top notch professional and we expect you to do so. You are an important part of the UPS driving team and we need your help. We need you to drive skillfully, carefully and defensively every minute of every day.

If there is anything I can do to help you, please don't hesitate to contact me.

Sincerely,

U P S

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

pc: (b) (6), (b) (7)(C)
(b) (6), (b) (7)(C)
(b) (6), (b) (7)(C)
(b) (6), (b) (7)(C)

Date Given to Employee: (b) (6), (b) (7)(C) 10

By Whom: (b) (6), (b) (7)(C) and (b) (6), (b) (7)(C)

Employee Comments: "Yes" when asked if (b) (6), (b) (7)(C) will
be working safely

I am writing this letter of protest regarding an incident that happened on (b) (6), (b) (7)(C) 2019, while making a delivery to a customer located at (b) (6), (b) (7)(C). As I was turning left into the customer's driveway from (b) (6), (b) (7)(C) I pulled in and secured the vehicle. I then stepped out of the truck and pushed the call button on the intercom to alert the customer that I had a delivery for them. The location has an iron gate over the driveway entrance and you must call the house to gain access to the property. After waiting for several minutes and no answer from the house I called (b) (6), (b) (7)(C) the driver who usually runs the route, to ask if (b) (6) had the code to the gate because the one in the DIAD notes was incorrect. (b) (6) did not have the code. At that point, the gates started to open and I got in the pkg car and started to go through them. A car from the house came up the driveway attempting to leave at the same time. At that point, I had to stop and was halfway through the gate. I then motioned to the driver to back up so I could pass by and make the delivery. (b) (6) pulled forward, rolled down (b) (6) window and asked me if I had enough room to pass by. I told (b) (6), (b) (7)(C) I did not have enough room and that (b) (6) would need to back down to the Y in the drive so I could get by and avoid any damage to the yard. (b) (6) seemed very irritated that I asked (b) (6), (b) (7)(C) to do this. (b) (6) began to back up and I started to pull forward, when I noticed the gates shutting in my mirrors. I continued forward but could not accelerate due to the customer being too close to my vehicle and the passenger side gate scraped the pkg car and took off some paint. I pulled forward and secured the vehicle and looked at the truck to see if any damage was done. There was damage. Paint was missing on the middle rub rail and on the back of the body of the truck. I went to the driver in the car and notified (b) (6), (b) (7)(C) that the gate made contact with the truck and there may be damage to the gate. (b) (6) said (b) (6) wasn't concerned with that, (b) (6) said (b) (6) was in a hurry and that I needed to get out of (b) (6), (b) (7)(C) way, and that (b) (6) would deal with it later. I asked (b) (6), (b) (7)(C) where do you want me to go. (b) (6) said can't you back out on the road (b) (6), (b) (7)(C) and I said to (b) (6), (b) (7)(C) that backing is not an option. You have to back down to the Y so I can get by. (b) (6) backed up and I passed by (b) (6), (b) (7)(C) and (b) (6) drove away. At that point I called the center and spoke to (b) (6), (b) (7)(C) and told (b) (6), (b) (7)(C) what happened. (b) (6), (b) (7)(C) then put (b) (6), (b) (7)(C) on the phone and I explained what happened to (b) (6), (b) (7)(C). (b) (6), (b) (7)(C) instructed me to make the delivery and stay on the property which I did. (b) (6), (b) (7)(C) and (b) (6), (b) (7)(C) came to the property to investigate the damage. The next day (b) (6), (b) (7)(C), (b) (6), (b) (7)(C) and (b) (6), (b) (7)(C) and myself were in the Massillon office reviewing the incident. They then brought up parking positions several weeks old and said that these decisions correlate with each other. (b) (6), (b) (7)(C) and I disagreed with that assessment.

I felt that the only option necessary to avoid the gate striking the truck was to move forward. (b) (6), (b) (7)(C) suggested that I should have not moved the truck and let the gates hit the truck on both sides.

This may have damaged the gates. I asked (b) (6), (b) (7)(C) had I done that would I still be charged with an accident. (b) (6), (b) (7)(C) did not know. On Saturday (b) (6), (b) (7)(C) -19 and Sunday (b) (6), (b) (7)(C) -19 while driving by (b) (6), (b) (7)(C), I noticed that the gates were open and stayed open for an extended period of time. Also the entire time (b) (6), (b) (7)(C) and (b) (6), (b) (7)(C) were conducting their investigation the gates remained opened as well which was approximately 25 minutes. It seemed to me that if the gates stayed open for this long of a time or longer why did they close on my truck so fast? Are there sensors at the gate that would detect an obstruction preventing the gates from closing? Can the gates be closed from a car or the house? Are they on a timer? I feel all these questions must be answered to make an informed decision before UPS deems this avoidable or unavoidable, and so that this does not happen to another driver.

Respectfully Submitted,

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

-19

Gates were on a
30 second timer.
They can be manually
locked up. Both
of these were done
and tested in (b) (6), (b) (7)(C)
presence.

Center Name Massillon	Center # (b) (6), (b) (7)(C)	Location CANTON BUILDING	Employee (b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	
---------------------------------	---------------------------------	------------------------------------	---------------------------------	---------------------	--

Center Name Canton	Center # (b) (6), (b) (7)(C)	Location CANTON BUILDING	Trainer (b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	
------------------------------	---------------------------------	------------------------------------	--------------------------------	---------------------	--

EHP CODE	RR (b) (6), (b) (7)(C)	DD (b) (6), (b) (7)(C)	Training Programs	Hourly Training Date (mm/dd/yy) (b) (6), (b) (7)(C)	Sign Name (b) (6), (b) (7)(C)	Trainer Training Date (mm/dd/yy) (b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)
0226			Haz Mat Training (Attach Test)	18		18	
0192			Conveyor Securing (Attach Test)	18		18	
1380			Egress (PCM)	18		18	
0229			PPE (PCM)	18		18	
0582			Yard Control Non-Certified (PCM)	18		18	
0907			Cool Solutions	18		18	
1477			Heat Related Illness	18		18	
1113			Stretching	18		18	

Retain a copy of this completed form in the facility's Operations Health and Safety Compliance Manual for 3 yrs.

Form last revised January 3, 2010

Package Car, Air Driver & Air Shuttle Driver Quiz Ver. 11.18.2016

Name: **(b) (6), (b) (7)(C)** Emp ID: **(b) (6), (b) (7)(C)** Date: **(b) (6), (b) (7)(C)** - 13 Center: **(b) (6), (b) (7)(C)**

Ensure the correct answers are reviewed before ending the class.

1. If a customer asks you questions about the required packaging for hazardous materials, you should refer the customers to:
 - a. Your supervisor
 - b. Any Account Executive
 - ☒ c. The Hazardous Materials Support Center
 - d. The 3E Company.
2. When you see a package with a diamond hazard label, you should ensure the label is:
 - a. Pictured on the Prohibited Poster
 - ☒ b. Not pictured on the Prohibited Poster
 - c. On the top of the package
 - d. On two sides of the package
3. Upon return to your building, drop off all new hazmats at the designated location. Identify the information that indicates a package contains hazardous materials: (select all that apply)
 - ☒ a. A Shipper's Certification or IATA Dangerous Goods Declaration with the package
 - b. The Emergency Response Guidebook
 - c. Diamond hazard labels on the package
 - d. A Cargo Aircraft Only label on the package
4. Hazardous materials cannot be picked up from: (circle all that are correct)
 - ☒ a. Commercial Customer Centers (counters)
 - b. Industrial locations
 - ☒ c. Call tags
 - ☒ d. Shippers that have hand-written shipping papers
5. If you discovered a prohibited hazmat package, you would: (Select all that apply)
 - a. Place the package in a plastic bag
 - ☒ b. Stop the progress of the package
 - ☒ c. Notify a supervisor
 - d. Take it outside
6. You must always carry shipping papers or shipper certification in:
 - a. Your pocket
 - b. The back of the package car or trailer
 - ☒ c. The cab
 - d. Any place you want to
7. To properly load hazmats in your vehicle, you should:
 - a. Ensure different classes of hazmats are separated by at least one non-hazardous package
 - b. Load with orientation arrows up
 - c. Load flat on the floor and stacked no higher than waist level and blocked and braced with non-hazmat packages on all four sides
 - d. Never use a food package to block and brace a package displaying a TOXIC label
 - ☒ e. All of the above
8. When picking up a hazmat package, you must ensure: (Select all that apply)
 - ☒ a. Contents are not prohibited
 - ☒ b. The shipping paper is computer-generated or pre-printed
 - ☒ c. Diamond hazard label is the same as indicated on the shipping paper
 - ☒ d. Carton is new or like-new

Note: Always ensure that hazmats are properly blocked and braced with no empty spaces so that the hazmat package cannot move during transport.

Package Car, Air Drivers and Air Shuttle Drivers Quiz

9. Always verify that Limited Quantity-Air packages have:
- a. The appropriate diamond hazard label
 - ☒ b. UPS hazardous materials shipping papers
 - c. The appropriate UN number and proper shipping name on the carton
 - d. Orientation arrows

Note: Always check the designated service for all ORM-D and Limited Quantity packages. ORM-D and Limited Quantity packages are not permitted in air service. Designated air service includes NDA, 2 DA, and 3-Day Select as well as ground service to AK, HI, PR & Avalon, CA.

11. The Shipper's Certification must be:
- ☒ a. Carried in the cab and turned in at the facility
 - b. Used in place of the pick-up record
 - c. Signed and dated by the driver
 - d. Computer-generated

Note: The Shipper's Certification cannot be used in place of the pickup record and cannot be signed by the driver.

13. Salvaged, undamaged hazardous materials from a damaged package can only be returned to the shipper via GROUND service in:
- a. A new carton
 - b. The same carton
 - ☒ c. An approved drum designated SALVAGE DRUM
 - d. None of the above
15. If you have an air package with Limited Quantity-AIR markings, what should you look for?
- a. Diamond label
 - ☒ b. UPS Hazardous Materials shipping papers
 - c. Shipper's address
 - d. Orientation arrows

17. If a shipper or a package causes you to have security concerns, you should:
- a. Open the package
 - ☒ b. Notify your supervisor or manager
 - c. Record the shipper's telephone number
 - d. Obtain an SDS

19. How do you know where to assemble for a tornado warning?
- ☒ a. From the Emergency Evacuation Plan posted throughout the building
 - b. From another employee
 - c. Just luck
 - d. The weather station

10. To obtain information about the products used in your facility, you could request:
- a. A sample to be tested
 - ☒ b. A Safety Data Sheet (SDS)
 - c. A warranty letter
 - d. A Shipper's Certification list of hazmats shipped

12. The Shipper's Certification:
- a. Replaces the Package Manifest
 - b. Must be computer-generated
 - ☒ c. Is required by the DOT for transport
 - d. Provides an abbreviated list of hazmats shipped

Note: The Shipper's Certification is needed for DOT purposes. Don't confuse the Certification or Hazmat Manifest with the shipping paper.

14. The hazmat marks and label on a product tells you:
- a. The identity of the hazardous chemicals
 - b. Any hazard warnings
 - c. The name and address of the chemical manufacturer or importer
 - ☒ d. All of the above
16. On road, if you discover a package that is leaking, unusually warm to the touch, smoking, or fuming, you must take which of the following actions:
- a. Don't touch
 - b. Safely park and secure the vehicle
 - c. Notify your supervisor
 - ☒ d. All of the above

18. When you hear the evacuation signal, you should
- a. Go to the nearest exit
 - b. Meet at an assigned location
 - c. Wait for notification from management before re-entering the building
 - ☒ d. All of the above

20. When you deliver a hazmat package, you should:
- a. Make sure it is not leaking or damaged
 - b. Keep orientation arrows up when leaving it at the customer's location
 - c. Discard the corresponding shipping paper
 - ☒ d. All of the above



CONVEYOR SECURING TEST

(Employee Interview Form – interview to be conducted by Operations Management or Health and Safety Committee Member)

Employee Name: (b) (6), (b) (7)(C) Employee ID #: (b) (6), (b) (7)(C)
Shift and Work Area: package car driver Date: (b) (6), (b) (7)(C) 5/18
Test Conducted By: (b) (6), (b) (7)(C)
Comments: _____

You have just received Conveyor Securing and Lockout-Affected Training. This test is intended to certify your knowledge of the procedures.

Correct Response – Check (✓) YES or NO in the box next to each question.

Indicate which of the following procedures could be performed using the Conveyor Securing Program.

- | | YES | NO |
|--|-------------------------------------|-------------------------------------|
| 1.) Can Conveyor Securing be used in the following situations? | | |
| a.) Move a diverter (Conveyor Securing) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b.) Retrieve a Next Day Letter caught in a drive system | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c.) Break a jam | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| d.) To walk off the belt at the end of the sort | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| e.) Retrieve a package under a stopped boxline | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2.) Can you remove a securing device from a conveyor securing station that someone else applied? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3.) Can you remove a lock that a lockout-authorized employee placed on a piece of equipment that was being serviced? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4.) What would you do if you found a lock on a piece of equipment you needed to use? | | |
| a) Cut the lock | | |
| b) Nothing | | |
| <input checked="" type="radio"/> c) Notify your supervisor, who must follow specific procedures to arrange for lock removal. | | |
| d) Call an outside service | | |

Cool Solutions



Staying cool this summer

Cool tip #1

**Eat light meals and
avoid all alcoholic
and caffeinated
beverages.**



Wear clothing that is:

- Loose
- Lightweight
- Light-colored

This allows the body to perspire.
Perspiration is your body's primary
defense against heat.

Visit UPSers.com for more information on how to stay
cool this summer.

*Did you
know?*
Alcohol and
caffeine
dehydrate the
body, which
impairs
perspiration.

(b) (6), (b) (7)(C)

Egress Training

UPS Procedures for maintaining access to exits

Egress

- A way for occupants of a building to quickly leave in case of an emergency
- "Exit" signs are in place to direct occupants out of and away from the building
- The designated path must be arranged and maintained to provide a free and unobstructed means to exit all parts of the building at all times.

What makes up an exit?

- **Exit route** is a continuous and unobstructed path of exit travel and consists of three parts...
 - access to the exit
 - the exit
 - and the discharge.
- An exit route includes all vertical and horizontal areas (stairs, ramps, aisles, etc.).

Irregular trains

- Stopped or parked in an exit route to load and unload packages
 - Stopped or parked no longer than necessary to load or unload
 - Shall be attended at all times
 - the driver is in the train cab or
 - working within 50 feet of the train
 - It is the driver's responsibility to move the train out of the exit route promptly in an emergency.
- Irreg trains should never be parked in front of a pedestrian exit door
- Irreg drivers are not to place packages or materials at the top or bottom of a stairway

Sort Aisles

- Sorting operations where packages, materials, or equipment must temporarily be placed on the floor of the sort aisle
 - placed on one side of the aisle
 - leave at least one path for exit access
 - at no time is it permissible to place a package, materials, or equipment at the top or bottom of a stairway

Load / Unload operations

- Employees in the load, unload, pick-off and sweepers
 - Each employee is responsible for monitoring conditions in their work area
 - Ensure packages or materials on gratings, platforms or the floor of a trailer are minimized
 - packages or materials are only temporarily placed on the walkway / platform or floor of a trailer
 - Includes packages that spill off a belt or chute
 - Communicate to supervisor or get help to address the condition in a timely manner
 - At no time it is permissible to place a package, materials or equipment in front of an exit door or at the top or bottom of a stairway

Exit doors and stairways

Packages, materials, or equipment may not be placed permanently or temporarily in front of an exit door or at the top or bottom of a stairway.

Print Name: _____

(b) (6), (b) (7)(C)

Employee's signature: _____

(b) (6), (b) (7)(C)

Date _____

(b) (6), (b) (7)(C)

18

Heat Stress Quiz

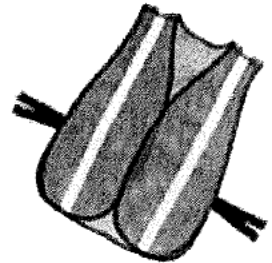
1. Everyone needs to drink _____ of water everyday.
A. 12-16 glasses
☒ B. 8-10 glasses
C. 1 gallon
2. You can substitute soft drinks for the recommended amount of water.
True or ☒ False
3. Signs of dehydration include _____ (circle all that apply)
☒ A. Dizziness or feeling lightheaded
☒ B. Muscle cramps
☒ C. Dry or sticky mouth
☒ D. Loss of appetite
☒ E. fatigue
☒ F. Dark/Discolored urine
4. Losing sleep, obesity and skin disorders can increase your risk of heat stroke.
☒ True or False
5. Heat stroke is serious and can be fatal.
☒ True or False

Employee Signature _____ (b) (6), (b) (7)(C)
Employee ID _____ (b) (6), (b) (7)(C) Date _____ (b) (6), (b) (7)(C) 15

Facility Yard Control Safety Procedures

General Yard Safety Rules:

1. ONLY certified yard personnel are allowed in the yard outside of the designated pedestrian walkways and break areas
2. All facility employees, whether certified or non-certified, must use the pedestrian doors to enter or exit the building
3. When on a break, all employees are required to remain in the marked break areas
4. Persons authorized to drive vehicles in the yard must obey posted speed limit signs and wear a safety belt at all times



5. Vehicles must be equipped with operable headlights, hazard lights or reflective material that provides 360 degree visibility



6. Employees authorized to drive vehicles in the yard are required to take the ignition keys with them whenever they leave the vehicle
7. All certified yard employees are required to wear a reflective vest anytime they are working in the yard
8. A certified yard employee must place an orange cone when working in the yard

(b) (6), (b) (7)(C)

**INJURY/ACCIDENT
REVIEW** back
(b) (6), (b) (7)(C)

There are no accidents reported!

There are no injuries reported!

SWM Date: (b) (6), (b) (7)(C) 2017	Drivers License Expiration: (b) (6), (b) (7)(C) 2019	Safe Drive Years: 1
S & V Date: (b) (6), (b) (7)(C) 2017	DOT Expiration: (b) (6), (b) (7)(C) 2020	Award Date: (b) (6), (b) (7)(C) 2018
Hire Date: (b) (6), (b) (7)(C)		

UPS Distracted Driving Procedure

The well-being of our people, business partners, and the public is of utmost importance. UPS is committed to safe driving and continues to be a leader in implementing health and safety training for its drivers. Our commitment to safety is award-winning; garnering wide recognition throughout the industry.

Recent studies by the National Safety Council, federal agencies, and other groups have demonstrated the use of cell phones and other wireless devices while driving pose a significant safety risk. Therefore, effective immediately, UPS has issued the following procedure on distracted driving:

- UPS has adopted a policy on texting and mobile phone use.
 - Drivers should not engage in answering text messages, checking e-mail, or Internet surfing while the wheels of any vehicle are turning or in any public right of way.
 - This includes cell phones, BlackBerries, iPhones, DIADs, and other similar devices.
 - Recognizing it's possible to use wireless devices in hands-free mode, (such as a wireless headset or Bluetooth device), UPS encourages its drivers to avoid all in-vehicle distractions and to move the vehicle out of the public right of way, and be completely stopped in the event they must use a device.
- While UPS requires employees globally to follow all laws from the national to the local level, we also encourage all employees to avoid any in-vehicle distractions, even in localities where no distracted driving legislation has been enacted.
- If a device must be used by a UPSer while driving, move the vehicle out of the public right of way, and be completely stopped prior to use.

As a leader in traffic safety, it is important to UPS that our employees who operate vehicles while conducting business on the company's behalf serve as role models and demonstrate safe driving behavior on the roads at all times. By meeting our own high safety standards, we will be contributing to the well-being of our people, business partners, and the public.

Intersection Crash Avoidance Certification

YELL at every Intersection!

Date: (b) (6), (b) (7)(C) 18

Center: Mason

Driver: (b) (6), (b) (7)(C)

Trainer: (b) (6), (b) (7)(C)

Driver Has Knowledge	Supervisor Clarifies
Yes or No	Yes or No

yes

Rule 1:
Indicators

Yield the right of way.

Allow on-coming traffic to clear before turning.

If turning left, make sure you have adequate time to complete the turn safely.

Watch for turning vehicles at intersections that may obscure oncoming traffic behind them.

Never overtake or pass other vehicles in an intersection and never assume you have the right-of-way.

yes

Rule 2:
Indicators

Expect the unexpected.

Move through the intersection at a speed that will allow you to stop if necessary.

Anticipate unexpected stops by the vehicle in front of you.

Count 1,2,3 after the car in front has begun to move.

yes

Rule 3:
Indicators

Look left, right, left.

Keep your eyes moving. Look left, right, and left again before proceeding through the intersection.

Scan - Don't Stare.

When approaching an intersection with a traffic light, determine your "decision point" -

an imaginary distance from the intersection that is determined by traffic and road conditions.

yes

Rule 4:
Indicators

Leave yourself an out.

Prior to entering intersection, check your mirrors for activity behind you.

Adjust your vehicle's speed in relation to traffic, road, and visibility conditions.

Leave 1 car length in front when at a stop.

Reviewed
Yes or No

Trainers Review of "Critical Intersection Items"

yes
yes
yes
yes
yes
yes
yes
yes
yes

1. Make Adjustments for Inclement Weather.

A. Anticipate other vehicles not being able to stop at intersections.

B. Brake early to avoid sliding into crosswalks.

2. Avoid Distracted Driving.

A. Never use your cell phone while driving.

B. Never look at your DIAD while driving.

3. Always Scan Approaching Traffic Situations for the Unusual or Emergencies.

A. When approaching an intersection, be prepared to stop.

B. Ensure you clear (b) (6), (b) (7)(C) entering intersection.

Trainer Signature:

Date:

(b) (6), (b) (7)(C) 18

Driver Signature:

Date:

(b) (6), (b) (7)(C) 18

Manager Signature:

Date:

Backing Crash Avoidance OJS

PRE-TRIP PROCEDURES

Driver visually checks to see the entire rear bumper in monitor
Checks the Day/Night controls during pre-trip
Properly adjusts the Bright/Contrast setting
Driver listens for the audio function of the camera sys, when testing rev
Driver inspects both mirrors for proper position

Yes/No

yes
yes
yes
yes
yes

DAILY OPERATION

Driver knows the distance of view through the monitor (30 feet)
The clarity of the image will be altered due to shadows/sunlight.
Driver visually clears the backing area prior to maneuver
Rear Vision Camera is not a replacement for existing backing methods
Understands that the system does not detect overhead objects

Yes/No

yes
yes
yes
yes
yes

Planned number of BACKS

27

Actual number of BACKS

22

Date

(b) (6), (b) (7)(C)

18

Center

Mason

Driver

(b) (6), (b) (7)(C)

Trainer

(b) (6), (b) (7)(C)

Observation Tallies - Stroke Count Occurrences - Give Appreciative and Constructive Feedback

Drivers Side Backs

1

Notes:

Straight Backs

111

Notes:

Blind Side Backs

Notes:

Cleared High-Low-Protrusions

1111

Notes:

Unnecessary Backs

Notes:

Sounds Horn

1111

Notes:

Print Driver Name:

(b) (6), (b) (7)(C)

Driver Signature:

Date

(b) (6), (b) (7)(C)

18

Print Trainer Name

(b) (6), (b) (7)(C)

Trainer Signature

Date

(b) (6), (b) (7)(C)

18

Manager Name

(b) (6), (b) (7)(C)

Manager Signature

Date

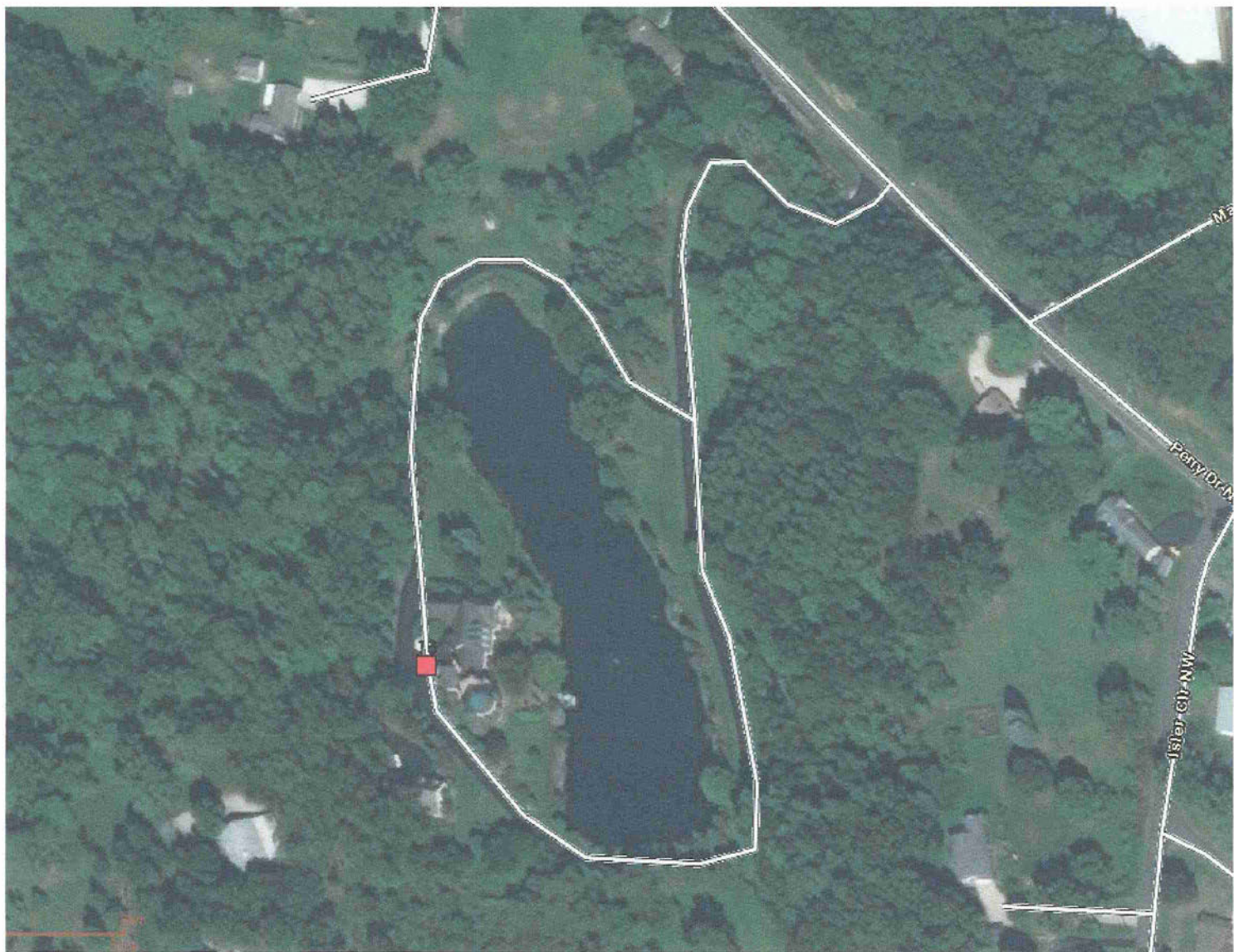
Trainer Instructions to Driver:

Back only when necessary, use camera as additional mirror

Auto Crash Prevention Report

UPS Occurrence #		(b) (6), (b) (7)(C)		Employee Name		(b) (6), (b) (7)(C)		Employee ID		(b) (6), (b) (7)(C)	
Crash Date		(b) (6), (b) (7)(C) 2019		Time of Crash		10:40 AM		Center Name		PKG (b) (6), (b) (7)(C) MASSILLON	
Employee Type		Full-time		Employee Job		Package Driver		Hire Date		(b) (6), (b) (7)(C)	
Job Start Date		(b) (6), (b) (7)(C)		Date Reported to Management		(b) (6), (b) (7)(C) 2019		Date Report Started		(b) (6), (b) (7)(C) 2019	
Date Investigation Ended		(b) (6), (b) (7)(C) 2019		Person(s) Conducting Investigation		(b) (6), (b) (7)(C)		Weather Conditions at the time of the accident:		Rain	
Road Conditions at the time of the accident:		Wet		Cause Type		Entrance gate		Road Type		CURVE WITH GRADE	
Equipment		858533		Equipment Type		PACKAGE CAR		Other vehicle/object involved:		Fence	
What was the UPS driver doing at the time of the Crash?						GOING STRAIGHT					
Location Type:		Residential		Type of Road or Area:		Driveway		Crash Location:		(b) (6), (b) (7)(C) Canton, OH	
Crash Description:		Driver was pulling thru a gate at a residential stop when (b) (6), (b) (7)(C) became blocked by a vehicle coming up the drive. The gate timer expired and the gate closed before the driver could safely pass thru.									
In your opinion, what caused the crash?		Driver was pulling forward thru a closing gate.									
Which of the Five Seeing Habits can be associated with the behaviors prior to the crash?		Get the Big Picture		This crash was classified as:		Avoidable					
Which element of the 10 Point Commentary can be associated with the behaviors prior to the crash?		Use of Mirrors		Did the driver return to work on the next work day?		Yes		RTW Date:		(b) (6), (b) (7)(C) 2019	
If driver did not RTW on next Work day please explain:											
Root Causes		Prevention Activities		Assigned To:		Planned Date		Completion Date			
Driver failed to get the big picture. Driver did not see homeowner coming up driveway.		E - Employee to explain in (b) (6), (b) (7)(C) words how getting the big picture allows (b) (6), (b) (7)(C) to identify and react to upcoming hazards in (b) (6), (b) (7)(C) path. Employee to further detail examples where restricted limited access can pose hazards (i.e. one lane roads, alleyways, etc)		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C) 2019		(b) (6), (b) (7)(C)		1/5	
		W - Workgroup to complete handout on getting the big picture. Drivers to identify objects within the view of the UPS driver in the photo. Drivers to explain how the objects, fixed or moving, can become potential hazards. Handouts to be collected, summarized and posted for workgroup.		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C) 2019		(b) (6), (b) (7)(C)		1/5	
Driver failed to check his mirrors prior to pulling forward.		E - Employee to detail the importance of how we use our mirrors to identify hazards prior to moving the vehicle. (i.e. backing, pulling from the curb, etc) Employee to further write a testimonial on how he can use his mirrors to prevent future crashes such as this.		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C) 2019		(b) (6), (b) (7)(C)		1/5	
		W - Workgroup to complete handout on using mirrors to identify hazards. Picture to include driver's viewpoint looking to rear from driver's seat. Driver's to circle all objects that present hazards. Drivers to write in how they react to hazards that are identified via the mirrors.		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C) 2019		(b) (6), (b) (7)(C)		1/5	
		Workforce Notification of Auto Crash		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C) 2019		(b) (6), (b) (7)(C)		1/5	
		Safety Committee Review		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C) 2019		(b) (6), (b) (7)(C)		1/5	
		Space & Visibility Follow Up Training (If Preventable)		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C) 2019		(b) (6), (b) (7)(C)		1/5	
		Online Assessment Completed (If Preventable)		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C) 2019		(b) (6), (b) (7)(C)		1/5	
		Photographs and (Interviews if Applicable)		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C) 2019		(b) (6), (b) (7)(C)		1/5	
Employee Signature:		(b) (6), (b) (7)(C)		Date:		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)		1/5	
Business Manager:		(b) (6), (b) (7)(C)		Date:		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)		1/5	

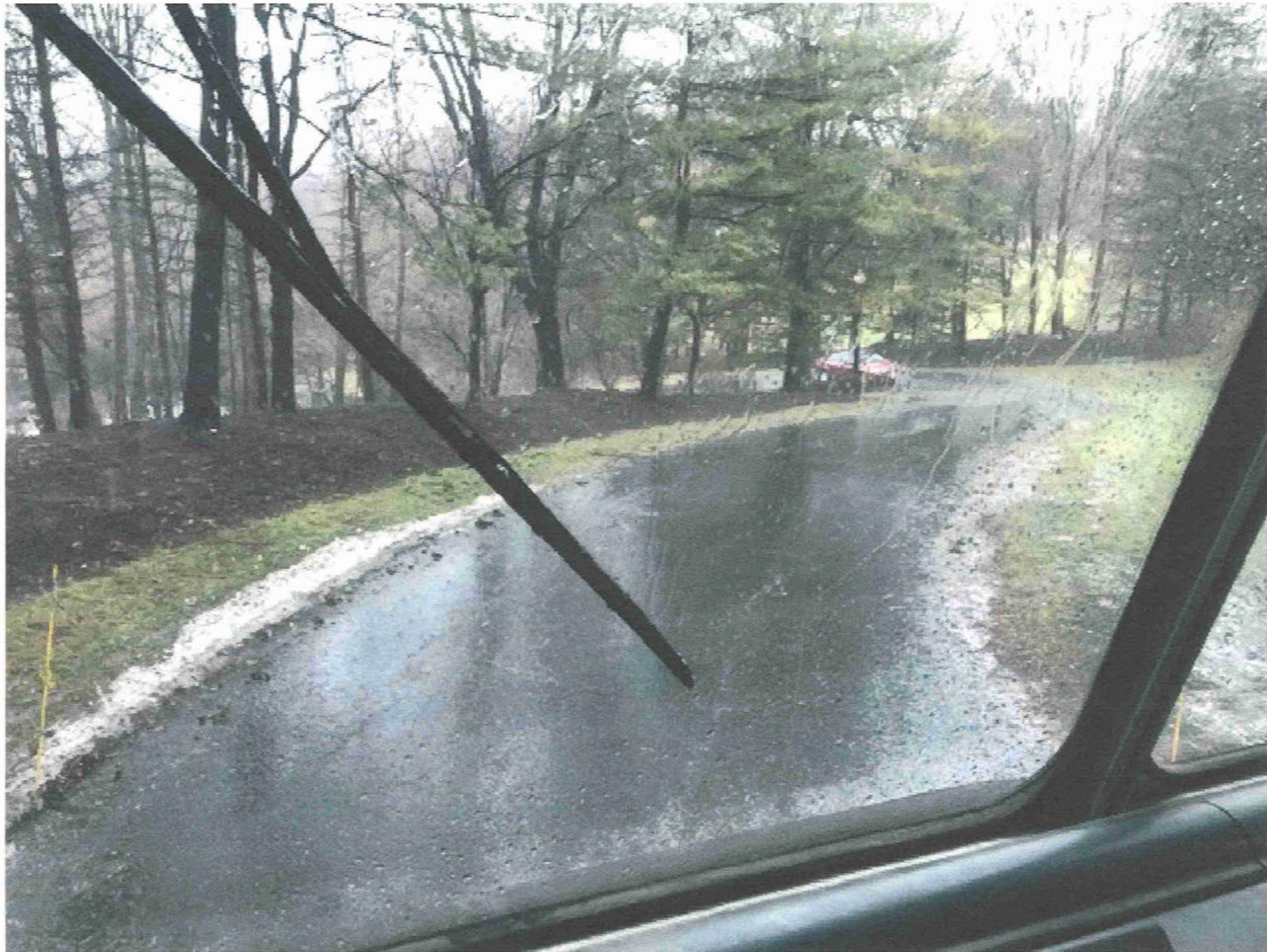
* Refused to Sign







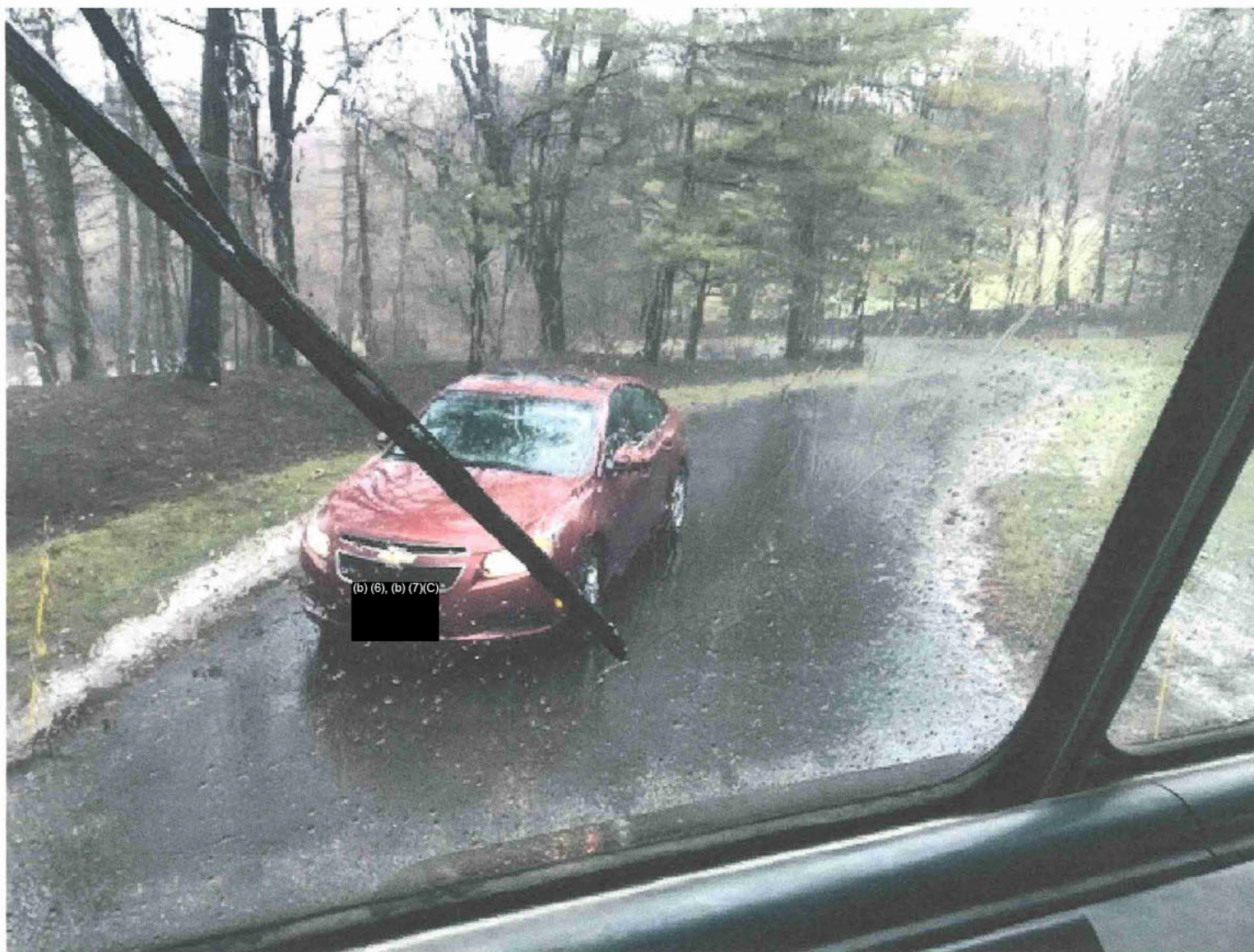
Driver's View looking down Driveway



Homeowner's View looking down Driveway



Where homeowner stopped vehicle



Where driver had stopped











Training Transcript for (b) (6), (b) (7)(C)

Date Range: (b) (6), (b) (7)(C) 2019 - (b) (6), (b) (7)(C) 2019

History Type: All

Training Type: eLearning, Instructor-Led And GEMS

Employee Job Roles

**** No Job Roles for Employee ****

eLearning Courses

Course Name	LMS Active	EHP Code	Attempt #	Completed Date	Exported To GEMS	GEMS Export Date	Trainer	Signature Date	Trainer Notes
**** No Records Available ****									

Instructor-Led Training

Course Name	Lead Instructor	LMS Active	EHP Code	Completed Date	Exported To GEMS	GEMS Export Date
**** No Records Available ****						

GEMS Training

Course Name	GEMS Active	EHP Code	Completed Date	Trainer	Signature Date	Trainer Notes
On Line HR Assmt-Tier 1	Yes	0853	(b) (6), (b) (7)(C) 2019	N/A	(b) (6), (b) (7)(C) 2019	IE LMS CBT



United Parcel Service

Service Provider
Record Of Safety RideNew Driver Training
Periodic Driver Training
Crash Follow-up (enter crash date)
RAP Training (enter crash date)

(b) (6), (b) (7)(C)

19

Date Of Observation: (b) (6), (b) (7)(C)
Driver: (b) (6), (b) (7)(C)
Observer: (b) (6), (b) (7)(C)
Ride Start Time: 11:00 Ride End Time: 12:28
(Military Time)

Employee ID

(b) (6), (b) (7)(C)

License Expiration: (b) (6), (b) (7)(C)

SLIC #: (b) (6), (b) (7)(C)

DOT Expiration: (b) (6), (b) (7)(C)

Demonstration Time (Military Time, From: 11:20 To: 12:00

Instructions: Enter "Y" or "N" in the check box as appropriate for each statement. A minimum of three observations for each statement must be made in those areas with three check boxes. If not observed, review with employee and enter "R" in the check box.

PRE-TRIP INSPECTION OF VEHICLE

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 1. Looks for leakage of coolants, fuel, lubricants |
| <input checked="" type="checkbox"/> | 2. Checks all tires, marker lights, doors, glass, mirrors, reflectors |
| <input checked="" type="checkbox"/> | 3. Checks horn, windshield wipers, gauges, steering, defrosters, fuel |
| <input checked="" type="checkbox"/> | 4. Checks brake action and hand brake adjustments |
| <input checked="" type="checkbox"/> | 5. Checks emergency warning devices, fire extinguisher, U6350 |
| <input checked="" type="checkbox"/> | 6. Checks rear vision camera/monitor and reverse lights |
| <input checked="" type="checkbox"/> | 7. Checks turn signals, headlights, emergency flashers |
| <input checked="" type="checkbox"/> | 8. Checks for hazardous materials poster, Emergency Response Guide |
| <input checked="" type="checkbox"/> | 9. Checks seatbelt, DOT number, reviews DVIR and signs if required |
| <input checked="" type="checkbox"/> | 10. Adjusts mirrors at Mirror Station prior to leaving |

ENGINE, CLUTCH AND TRANSMISSION

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 11. Buckles belt, starts engine |
| <input checked="" type="checkbox"/> | 12. Uses clutch properly, shift gears smoothly in sequence |
| <input checked="" type="checkbox"/> | 13. Refrains from over revving and / or rolling back |

AIM HIGH IN STEERING - Find a safe path well ahead

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 14. Looks ahead in travel path |
| <input checked="" type="checkbox"/> | 15. Centers vehicle in traffic lane at all times |
| <input checked="" type="checkbox"/> | 16. Hands properly positioned on steering wheel |
| <input checked="" type="checkbox"/> | 17. Maintains proper driving posture |
| <input checked="" type="checkbox"/> | 18. Maintains eight to twelve seconds of eye lead time |
| <input checked="" type="checkbox"/> | 19. Checks traffic and turns when path is clear |
| <input checked="" type="checkbox"/> | 20. Makes smooth, safe turns, and centered in traffic lane |
| <input checked="" type="checkbox"/> | 21. Squares corners - does not cut short, turns lane to lane |
| <input checked="" type="checkbox"/> | 22. Avoids shifting on turns |
| <input checked="" type="checkbox"/> | 23. Applies "right turn on red" correctly |

GET THE BIG PICTURE - Stay back and see it all

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 24. In city or residential traffic, looks one block ahead |
| <input checked="" type="checkbox"/> | 25. In city traffic, looks building line to building line |
| <input checked="" type="checkbox"/> | 26. On highway or rural roads, looks fence line to fence line |
| <input checked="" type="checkbox"/> | 27. On highway or rural roads, looks one-half mile ahead |
| <input checked="" type="checkbox"/> | 28. Uses proper space cushion to avoid sudden stops |
| <input checked="" type="checkbox"/> | 29. Adjusts to changing traffic conditions |
| <input checked="" type="checkbox"/> | 30. Does not tailgate, maintains proper space cushion |
| <input checked="" type="checkbox"/> | 31. Identifies "billboards" and adjusts to traffic conditions |
| <input checked="" type="checkbox"/> | 32. Passes with sufficient and clear space ahead |
| <input checked="" type="checkbox"/> | 33. When stopped in traffic, leaves one car length |

KEEP YOUR EYES MOVING - Scan, don't stare

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 34. Driver stays alert |
| <input checked="" type="checkbox"/> | 35. Does not stare, disposes of eye-holding problems |
| <input checked="" type="checkbox"/> | 36. Moves eyes using the triangular method |
| <input checked="" type="checkbox"/> | 37. Checks mirrors every 5 to 8 seconds |
| <input checked="" type="checkbox"/> | 38. Approaches prepared to stop, foot covering brake |
| <input checked="" type="checkbox"/> | 39. Clears crossing by looking left, right, left in advance |
| <input checked="" type="checkbox"/> | 40. Selects proper gear prior to crossing at a safe speed |

Service Provider knows the 5 Seeing Habits: Yes ☒ No ☐Service Provider knows the 10 Point Commentary: Yes ☒ No ☐Drill Drive completed: Yes ☒ No ☐Reviewed the UPS Distracted Driving Procedure: Yes ☒ No ☐

Instructions Given (by number) - Instructed Service Provider to:

I instructed (b) (6), (b) (7)(C) to use clutch properly, shift gears smoothly in sequence to prevent stall. I checked traffic when path is clear to prevent intersection crash. I square corners, don't shortcut & turn lane to lane to prevent sideswipes. I avoid shifting on turns to have best control of vehicle. I check mirrors every 5 to 8 seconds to know what is around vehicle & select proper gear and cross tracks at a safe speed to prevent crash.

Service Providers Commitments: (b) (6), (b) (7)(C) will avoid shifting on turns and check mirrors every 5 to 8 seconds

Originals need to be filed in Center Personal File

KEEP YOUR EYES MOVING (Continued)

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 41. Heeds all traffic signs |
| <input checked="" type="checkbox"/> | 42. Approaches intersections prepared to stop |
| <input checked="" type="checkbox"/> | 43. Checks left, right, left at all intersections |
| <input checked="" type="checkbox"/> | 44. Checks mirrors while approaching intersection |
| <input checked="" type="checkbox"/> | 45. Stops behind stop line or cross-walk |
| <input checked="" type="checkbox"/> | 46. In neutral, emergency brake on at stop light (manual) |
| <input checked="" type="checkbox"/> | 47. Foot on brake, emergency brake on at stop light (automatic) |
| <input checked="" type="checkbox"/> | 48. Counts one, two, three after vehicle ahead moves |
| <input checked="" type="checkbox"/> | 49. Handles stale green lights and point of decision |
| <input checked="" type="checkbox"/> | 50. Scans steering wheels of parked vehicles |
| <input checked="" type="checkbox"/> | 51. When stopped to turn direction, maintains steer axle straight |

LEAVE YOURSELF AN OUT - Be Prepared. Expect the unexpected

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 52. Leaves other vehicle sufficient space |
| <input checked="" type="checkbox"/> | 53. Maintains 4 - 6 seconds following time in speeds < 30 mph |
| <input checked="" type="checkbox"/> | 54. Maintains 6 - 8 seconds following time in speeds > 30 mph |
| <input checked="" type="checkbox"/> | 55. Allows for space on all sides of vehicle |
| <input checked="" type="checkbox"/> | 56. When starting up at an intersection looks left, right, left |
| <input checked="" type="checkbox"/> | 57. Uses path of least resistance |
| <input checked="" type="checkbox"/> | 58. Adjusts speed to varying road, weather and traffic conditions |
| <input checked="" type="checkbox"/> | 59. Avoids all unnecessary backing including residential driveways |
| <input checked="" type="checkbox"/> | 60. If necessary, back first |
| <input checked="" type="checkbox"/> | 61. Checks rear immediately before backing |
| <input checked="" type="checkbox"/> | 62. Taps horn continuously when backing |
| <input checked="" type="checkbox"/> | 63. Looks back as well as checking mirrors and monitor |
| <input checked="" type="checkbox"/> | 64. Backs to driver's side |
| <input checked="" type="checkbox"/> | 65. If in doubt or conditions have changed, driver gets out and looks |
| <input checked="" type="checkbox"/> | 66. Backs at a controlled speed |
| <input checked="" type="checkbox"/> | 67. Uses monitor and volume of rearview camera |
| <input checked="" type="checkbox"/> | 68. Recognizes doubtful situations |

MAKE SURE THEY SEE YOU - Don't Gamble. Use horn, lights and signals

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 69. Establishes eye to eye contact |
| <input checked="" type="checkbox"/> | 70. Uses horn properly |
| <input checked="" type="checkbox"/> | 71. Upon return to car, scans area around vehicle |
| <input checked="" type="checkbox"/> | 72. Checks in front, under, and behind the vehicle |
| <input checked="" type="checkbox"/> | 73. Rechecks if conditions have changed |
| <input checked="" type="checkbox"/> | 74. Signals lane changes well in advance |
| <input checked="" type="checkbox"/> | 75. Dims headlights for oncoming traffic |
| <input checked="" type="checkbox"/> | 76. Signals intention well in advance |
| <input checked="" type="checkbox"/> | 77. Alerts traffic to rear when stopping, comes to a full stop |
| <input checked="" type="checkbox"/> | 78. Uses four-ways as prescribed by DOT, parks close to curb |
| <input checked="" type="checkbox"/> | 79. When pulling from curb, looks over left shoulder |
| <input checked="" type="checkbox"/> | 80. Checks mirrors and pulls mirrors in when stopped |

POST TRIP

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 81. Checks exterior - tires, all lights, doors, glass, mirrors, reflectors |
| <input checked="" type="checkbox"/> | 82. Checks horn, windshield wipers, gauges, steering, defrosters, fuel |
| <input checked="" type="checkbox"/> | 83. Check emergency equipment. Checks brake action & hand brake adjustments |
| <input checked="" type="checkbox"/> | 84. Checks vehicle for damage, complete & sign DVIR only if repairs needed |

Reviewed the UPS Crash/Injury reporting requirements: Yes ☒ No ☐Reviewed DOT Hours of Service Compliance: Yes ☒ No ☐

(Use Addendum as necessary)

#	I instructed (b) (6), (b) (7)(C) to maintain steer axle straight prior to turning to prevent hitting fixed objects
51	

#	I instructed (b) (6), (b) (7)(C) to avoid all unnecessary backing to reduce risk of backing crash
59	

#	I instructed (b) (6), (b) (7)(C) to back to drivers to have best view of area.
64	

#	I instructed (b) (6), (b) (7)(C) to scan around vehicle when returning from stop to look for hazards
71	

#	I instructed (b) (6), (b) (7)(C) to look in front, under and behind to look for pedestrians, pets and toys.
72	

#	

#	

#	

#	

#	

Employee Commitments:

Service Provider's Signature:

Trainer's Signature:

Business Manager's Signature:

Reviewed with Refused Safety Training

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Date:

Date:

Date:

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

19

19

19



Service Provider
Record Of Safe Work Methods (SWM)

Job Change: Permanent/Temporary/TAW

List date of injury / job change

Date Of Training

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Employee Name:

(b) (6), (b) (7)(C)

Previous Safe Work Methods Training Reviewed?

(b) (6), (b) (7)(C)

Trainers Name:

(b) (6), (b) (7)(C)

Previous Safe Work Methods Training Date

(b) (6), (b) (7)(C)

Operation Name:

Mass. Hwy

Reviewed employee

Employee understands injury reporting procedure - Report Immediately:

Training Steps - Three Rounds of: Observation - Explanation - Commentary - Drill

Each round completed during the initial third, middle third, and final third of the day.

Observation Start Times (in military time): Round One:

7:55

Round Two:

10:45

Round Three:

11:50

Demonstration Time (total minutes):

25

Instructions: Enter "Y" or "N" in the check box as appropriate for each method. Three observations for each method must be made in those areas with three check boxes.

If not observed, review with employee and enter "R" in the check box.

Job Set Up - Preparation for the Workday Prevents Injuries

- 1. Arrives early and gets organized - Has a set routine
- 2. Dresses to control body heat
- 3. Wears sturdy work shoes with leather uppers & slip-resistant soles
- 4. Stretches or Warms-up prior to job start
- 5. Has appropriate equipment to complete the job (carry aid, highlight tape, etc.)
- 6. Pre-trips condition of carry aid
- 7. Knows route hazards (bad dogs, poor walk paths, etc.)
- 8. Concentrates on the tasks at-hand and avoids distractions
- 9. Employee has water and knows areas to obtain water and shade along route
- 10. Drinks water early and often throughout the day

Select and Remove Package

- 11. (L/L) Driver rotates feet, hips, and shoulders when exiting the seat
- 12. (P/P) Driver squares shoulders, keeps elbows close to the sides, and hands in front of body when opening bulkhead door
- 13. 1. (L/L) Driver gets close to the package prior to handling
- 14. 2. (L/L) Driver positions feet and establishes firm footing
- 15. 3. (L/L) Bends at the knees, lowers the hips - keeps the natural curve of the back
- 16. 4. (L/L) Tilts package up & back to test for weight, shifting contents and other packages on top that cannot be seen
- 17. 5. (L/L) Gets a firm grip and grasp opposite corners
- 18. 6. (L/L) Lifts with a smooth, steady motion—doesn't jerk
- 19. 7. (L/L) Moves feet-step or pivot—doesn't twist
- 20. 8. (L/L) Uses the existing equipment or shelf to assist in lifting and lowering
- 21. (L/L) Slides, walks or rolls heavy, irregular object
- 22. (P/P) Squares shoulders in the direction of package movement & keeps elbows close to the body when pushing packages into the selection area
- 23. (P/P) Driver squares shoulders, keeps elbows close to the sides, and hands in front of body when closing bulkhead door

Exit the Vehicle

- 24. (S/F) Parks to avoid slip and fall hazards
- 25. (S/F) If necessary, packages are placed on the cab floor before exiting curbside door
- 26. (S/F) Packages are placed on cargo floor when making rear door a delivery
- 27. (S/F) Uses the handrail when exiting the vehicle
- 28. (S/F) Driver looks at the ground surface before stepping off vehicle.
- 29. (S/F) Driver faces vehicle when exiting driver side or rear cargo area
- 30. (S/F) Does not jump off cab steps or rear bumper - establishes firm footing
- 31. (L/L) Leverages carry aid on cab steps or rear bumper using bumper glides and wheels when lowering out of car

To / From Customer - No Carry Aid / Hand Cart

- 32. (P/U) Taps horn, identifies signs of potential dogs & announces "UPS"
- 33. (S/F) Avoids using DIAD on stairs, crossing the street, or whenever unsafe
- 34. (L/L) Carries package close to the body within the power zone
- 35. (S/F) Uses optimum carry that does not obstruct vision of the walk path
- 36. (S/F) Uses designated walk path - shortest path that is safe when going to/from the vehicle
- 37. (P/E) Crosses street from rear of vehicle
- 38. (P/E) Establishes eye contact with operator of powered equipment
- 39. (P/E) Uses pedestrian door when entering and exiting a facility
- 40. (S/F) Uses stairway handrails to establish firm footing.
- 41. (S/F) Places entire foot on step when possible & uses every step
- 42. (S/F) Looks before stepping - Scans walk path & avoids phone or texting
- 43. (S/F) Does not jump on, off, up, or down stairs, steps, docks, platforms, etc.
- 44. (S/F) Makes adjustments to walking stride and speed based on changing conditions
- 45. (P/U) Does not attempt to pet or reach out to any dog. Keeps safe distance

Unload Package at Customer / Load Package into Cargo Area

- 46. 1. (L/L) Driver gets close to the object prior to handling
- 47. 2. (L/L) Driver positions feet should width apart, one foot slightly ahead of the other, and establishes firm footing
- 48. 3. (L/L) Bends at the knees, lowers hips - keeps the natural curve of the back
- 49. 4. (L/L) Tilts package up & back to test for weight, shifting contents, and other packages on top that cannot be seen
- 50. 5. (L/L) Gets a firm grip and grasps opposite diagonal corners
- 51. 6. (L/L) Lifts with a smooth, steady motion—doesn't jerk
- 52. 7. (L/L) Moves feet-step or pivot—doesn't twist
- 53. 8. (L/L) Uses the existing equipment or shelf to assist in lifting and lowering
- 54. (L/L) Slides, walks or rolls heavy, irregular object
- 55. (P/U) Stacks package securely with bottom fully supported
- 56. (P/U) Ensures highlight tape is on all six sides of over 70lb (30kg) packages
- 57. (P/U) Is aware of surroundings at customer location
- 58. (P/U) Carry aid is secured inside the cargo area during vehicle travel

Load Carry Aid / Hand Cart

- 59. (L/L) Uses carry aid when necessary for large loads to avoid excess lifting and multiple trips to from the pickup and delivery location
- 60. (L/L) Loads carry aid outside of vehicle for multiple package delivery
- 61. (P/P) When possible loads largest, heaviest package on bottom & close to the rails
- 62. 1. (L/L) Driver gets close prior to handling package or carry aid
- 63. 2. (L/L) Driver positions feet should width apart, one foot slightly ahead of the other, and establishes firm footing
- 64. 3. (L/L) Bends at the knees, lowers the hips - keep the natural curve of the back
- 65. 4. (L/L) Tilts package up & back to test for weight, shifting contents, and other packages on top that cannot be seen
- 66. 5. (L/L) Gets a firm grip - grasps opposite diagonal corners of package or lifts carry aid with both hands grasping hand holds
- 67. 6. (L/L) Lifts with a smooth, steady motion—doesn't jerk
- 68. 7. (L/L) Moves feet-step or pivot—doesn't twist
- 69. (L/L) Carry aid is properly secured at the rear cargo area/bumper or at the last step of curb side door for over 70 (30kg) or multiple parcel delivery
- 70. 8. (L/L) Slides, walks, or rolls heavy, irregular objects when loading to hand cart

To / From Customer - With Carry Aid / Hand Cart

- 71. (P/P) When starting to push, positions feet shoulder width apart, one foot slightly ahead of the other - establishes firm footing
- 72. (P/P) Leans forward slightly to push, or slightly backward to pull
- 73. (P/P) Shoulders aligned in the direction of motion (arm not extended behind)
- 74. (P/P) Arms slightly bent with elbows close to the body in the power zone
- 75. (P/P) Hands in front of body from near waist level up to the armpits (Power Zone)
- 76. (S/F) Looks before stepping - Scans walk path & avoids phone or texting
- 77. (S/F) Walks at a brisk pace - Does not run
- 78. (P/P) Pulls the carry aid over curbs, up steps and around corners
- 79. (P/P) Pushes the carry aid over level surfaces and up inclines
- 80. (P/U) Opens door cautiously and pulls carry aid through doorway threshold
- 81. (P/E) Crosses street from rear of vehicle
- 82. (S/F) Uses designated walk path - shortest path that is safe

Enter the Vehicle

- 83. (S/F) If necessary, packages are placed on the cab floor before entering
- 84. (S/F) Does not jump up into vehicle or onto rear bumper
- 85. (S/F) Uses handrail when entering at the curbside door, driver or rear cargo door
- 86. (S/F) Looks before stepping up - avoids DIAD and cell phone use
- 87. (S/F) Places entire foot onto each step - establishes firm footing.
- 88. (L/L) Leverages carry aid up cab steps or rear bumper using bumper glides and wheels when lifting into car

Depth of Knowledge (89-108)

Plan for the Unexpected - Employee Can:

- 89. (P/U) Explain the location of emergency equipment shutoff
- 90. (P/U) Explain the location of the nearest eyewash / shower
- 91. (P/U) Identify the location of Emergency Evacuation Plan
- 92. (P/U) Explain the location of the nearest exit
- 93. (P/U) Identify their emergency evacuation assembly area
- 94. (P/U) Identify their non-evacuation assembly area & how they are notified
- 95. (P/U) Describe how they are notified of the need to evacuate
- 96. (P/U) Describe key methods for dog bite prevention

Hazardous Materials / Dangerous Goods

- 97. (P/U) Knows the steps involving an unknown leaking, smoking, or fuming package
- 98. (P/U) Understands prohibited hazardous materials poster
- 99. (P/U) Knows how to load hazardous material shipments
- 100. (P/U) Knows procedure for hazardous materials shipping papers

Safe Work Methods - Employee Can:

- 101. Explain each of the 6 UPS Safe Work Methods
- 102. (L/L) Explain or demonstrate the 8 Keys to Lifting & Lowering
- 103. (S/F) Explain or demonstrate the 5 Keys to Prevent Slips & Falls
- 104. (L/L) Explain or demonstrate the Power Zone for lifting & lowering
- 105. (P/P) Explain or demonstrate the Power Zone for pushing & pulling
- 106. (P/E) Explain the Yard Control Rules
- 107. (P/E) Explain & demonstrate proper conveyor securing
- 108. (J/S) Explain the 4 main signs of dehydration
- 1. Dry/Sticky Mouth 2. Less or Dark Urine 3. Muscle Cramps 4. Dizzy/Light-headed

Optional

Safe Work Methods (SWM) Drill Exercise Completed: Yes No

SWM Instructions Given (by number, minimum of four) - Instructed employee to:
(Insufficient Depth of Knowledge responses must be addressed with corrective action and date. This does not count toward required minimum instructions)

#	I instructed (b) (6), (b) (7)(C) to get close to
13-1	Package prior to lifting to prevent strains
#	I instructed (b) (6), (b) (7)(C) to place packages on
25	Floor of cab and exit to keep spine of contact
#	I instructed (b) (6), (b) (7)(C) to use the handrail
27	When exiting and entering vehicle to prevent knee injury
#	I instructed (b) (6), (b) (7)(C) to use pedestrian
39	doors to enter/exit facilities to prevent struck-by injury
#	I instructed (b) (6), (b) (7)(C) to not jump off docks
43	to prevent knee injury
#	I instructed (b) (6), (b) (7)(C) to look before stepping
86	avoid using diod while walking to prevent slip/fall injury
#	
#	
#	
#	

Employee Commitments: (b) (6), (b) (7)(C) will get close to package prior to lifting and will use handrail on/off vehicle

Service Provider's Signature: Reviewed / Re-Used Safety Training Date: (b) (6), (b) (7)(C) 19
 Trainer's Signature: (b) (6), (b) (7)(C) Date: (b) (6), (b) (7)(C) 19
 Business Manager's Signature: (b) (6), (b) (7)(C) Date: (b) (6), (b) (7)(C) 19

Back to driver's side for best view of area.
Evaluate stop to eliminate need to back.

Intersection Crash Avoidance Certification

YELL at every Intersection!

Date: (b) (6), (b) (7)(C) 19
Driver: (b) (6), (b) (7)(C)

Center: (b) (6), (b) (7)(C)
Trainer: (b) (6), (b) (7)(C)

Driver Has Knowledge	Supervisor Clarifies
Yes or No	Yes or No

Knowledge Review: Rules of Intersection

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

Rule 1:
Indicators

Yield the right of way.

Allow on-coming traffic to clear before turning.

If turning left, make sure you have adequate time to complete the turn safely.

Watch for turning vehicles at intersections that may obscure oncoming traffic behind them.

Never overtake or pass other vehicles in an intersection and never assume you have the right-of-way.

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

Rule 2:
Indicators

Expect the unexpected.

Move through the intersection at a speed that will allow you to stop if necessary.

Anticipate unexpected stops by the vehicle in front of you.

Count 1,2,3 after the car in front has begun to move.

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

Rule 3:
Indicators

Look left, right, left.

Keep your eyes moving. Look left, right, and left again before proceeding through the intersection.

Scan - Don't Stare.

When approaching an intersection with a traffic light, determine your "decision point" -

an imaginary distance from the intersection that is determined by traffic and road conditions.

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

Rule 4:
Indicators

Leave yourself an out.

Prior to entering intersection, check your mirrors for activity behind you.

Adjust your vehicle's speed in relation to traffic, road, and visibility conditions.

Leave 1 car length in front when at a stop.

Reviewed
Yes or No

Trainers Review of "Critical Intersection Items"

<input checked="" type="checkbox"/>	1. Make Adjustments for Inclement Weather.
<input checked="" type="checkbox"/>	A. Anticipate other vehicles not being able to stop at intersections.
<input checked="" type="checkbox"/>	B. Brake early to avoid sliding into crosswalks.
<input checked="" type="checkbox"/>	2. Avoid Distracted Driving.
<input checked="" type="checkbox"/>	A. Never use your cell phone while driving.
<input checked="" type="checkbox"/>	B. Never look at your DIAD while driving.
<input checked="" type="checkbox"/>	3. Always Scan Approaching Traffic Situations for the Unusual or Emergencies.
<input checked="" type="checkbox"/>	A. When approaching an intersection, be prepared to stop.
<input checked="" type="checkbox"/>	B. Ensure you clear all blind spots before entering intersection.

1. Make Adjustments for Inclement Weather.
 - A. Anticipate other vehicles not being able to stop at intersections.
 - B. Brake early to avoid sliding into crosswalks.
2. Avoid Distracted Driving.
 - A. Never use your cell phone while driving.
 - B. Never look at your DIAD while driving.
3. Always Scan Approaching Traffic Situations for the Unusual or Emergencies.
 - A. When approaching an intersection, be prepared to stop.
 - B. Ensure you clear all blind spots before entering intersection.

Trainer Signature:

Date:

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Driver Signature:

Date:

Reviewed
Refused Safety Training

(b) (6), (b) (7)(C)

Manager Signature:

Date:

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Driver Drill

For 2 minutes, the observer should record the eye movement of the driver(Trainer)by stroke counting potential hazards as they discuss the changing traffic situations. The goal of Defensive Driving is to check our mirrors every 5-8 seconds and move our eyes in front every 2 seconds, looking at our drill points - Intersections, Traffic lights, Motorist and Pedestrians, and Mirrors.

Left Intersection: <u> </u>	Eye Lead time in seconds? <u> </u>	Right Intersection: <u> </u>
Left Curb: <u> </u>	Following Distance in Seconds? <u> </u>	Right Curb: <u> </u>
Left Mirror: <u> </u>	Traffic Lights: <u> </u>	Right Mirror: <u> </u>
	Speed: <u> </u>	
		Total Eye Movements: <u>62</u>

Explanation of ratings:

Count the number of eye movements above and record below:

- | | | |
|---|--------------------------------------|------------------------------|
| 5 More than 45 eye movements, 30 in front - 15 to the rear. Flows smoot | Intersections: <u>15</u> | Eye Lead Time: <u>7</u> |
| 4 More than 45 eye movements - No Hesitation or Prompting. | Traffic Lights: <u>2</u> | Following Distance: <u>7</u> |
| 3 Between 16-44 Eye movements - Occasionally needs prompting. | Motorists and Pedestrians: <u>15</u> | Speed: <u>3</u> |
| 2 Less than 15 eye movements - Needs some prompting. | Mirrors: <u>13</u> | |
| 1 Methods are incorrect or Incomplete - Unable to continue. | | |

Instructions to the Driver

Traffic lights: Good eye movement

Intersections: _____

Motorist & Pedestrians: _____

Mirrors: _____

Eye lead time: _____

Following distance: _____

Driver: Reviewed Refused Safety Training Trainer: (b) (6), (b) (7)(C) Manager: (b) (6), (b) (7)(C)

Date: (b) (6), (b) (7)(C) -19 Date: (b) (6), (b) (7)(C) -19 Date: (b) (6), (b) (7)(C) -19

Driver DOK

Driver:

Date:

Supervisor:

(b) (6), (b) (7)(C)
(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C) 19

Supervisor underlines what employee says. Then gives a Yes or No passing mark for each of 80 lines. Percent effective on based on number of yes's divided by 80

This will give a base line as to what employee needs to work on.

- | | Y | N | |
|----------------------------------|-------------------------------------|--------------------------|---|
| 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Get Close |
| 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Position Feet |
| 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Bend at Knees |
| 4 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Test weight and shifting contents |
| 5 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Firm Grip - Opposite Corners |
| 6 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Lift with a Smooth Steady Motion |
| 7 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Pivot Feet - Don't Twist |
| 8 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Use carry aids/existing equipment |
| 9 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Demo passed? (Be Critical) |
| 5 Keys to Slips and Falls | | | |
| 10 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Walk at a brisk pace - Don't run |
| 11 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Establish Firm Footing |
| 12 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Look before you Step |
| 13 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Don't get on rollers chutes and slides |
| 14 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Make adjustments to changing conditions |

Yard Control-Full understanding must be given

- | | | | |
|----|-------------------------------------|--------------------------|--|
| 15 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Designated - Walkways |
| 16 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Designated - Pedestrian Doors |
| 17 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Designated - Break Areas |
| 18 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Don't Speed and Wear Seatbelt |
| 19 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Wear Vest |
| 20 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Use Orange Cones |
| 21 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Take Keys |
| 22 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 360 Visibility for the vehicle..lights, ref tape, flashers |

YELL at all Intersections

- | | | | |
|----|-------------------------------------|--------------------------|------------------------|
| 23 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Yield the Right of Way |
| 24 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Expect the Unexpected |
| 25 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Look left-right-left |
| 26 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Leave yourself an Out |

Backing Rules

- | | | | |
|----|-------------------------------------|--------------------------|----------------------------------|
| 27 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Back Only When Necessary |
| 28 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Back First |
| 29 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Back to drivers side |
| 30 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Continuously Tap Horn |
| 31 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Use Camera as a 3rd mirror |
| 32 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | When in doubt get out |
| 33 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Scan Area-Before and During Back |

10 Point Commentary-Detail Must be Given

- | | | | |
|----|-------------------------------------|--------------------------|--|
| 34 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | When Stopped in Traffic |
| 35 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Starting up at Intersection |
| 36 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Count 1-2-3 after vehicle ahead starts to move |
| 37 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4-6 sec following time for speeds under 30mph, 6-8 for speeds over 30mph |
| 38 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Use of Mirrors |
| 39 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Scan Steering Wheels of Parked Cars |
| 40 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Stale Green Lights |
| 41 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 8-12 sec Eye Lead Time |
| 42 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Pulling From Curb |
| 43 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Eye Contact |

- | | Y | N | |
|------------------------|-------------------------------------|--------------------------|---|
| 44 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Aim high in steering |
| 45 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Imaginary target - baseball / dartboard |
| 46 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Centers car in traffic lane: Safe path on turns |
| 47 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | FIND A SAFE PATH WELL AHEAD |
| 5 Seeing Habits | | | |
| 48 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Get the big picture |
| 49 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | How wide and deep? What's in it? Objects and ground |
| 50 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Keeps you away from billboards. Smooth stops and turns. Buys time |
| 51 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | STAY BACK AND SEE IT ALL |

- | | | | |
|----|-------------------------------------|--------------------------|--|
| 52 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Keep your eyes moving |
| 53 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Move Eyes: Front - 2 seconds: Rear - 5 to 8 seconds |
| 54 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Keeps you alive at intersections - keeps eyes ahead of car |
| 55 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | SCAN - DON'T STARE |

- | | | | |
|----|-------------------------------------|--------------------------|--|
| 56 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Leave yourself an out |
| 57 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Have escape route. Take path of least resistance |
| 58 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Space on all 4 sides but always in front |
| 59 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | BE PREPARED - EXPECT THE UNEXPECTED |

- | | | | |
|----|-------------------------------------|--------------------------|--|
| 60 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Make sure they see you |
| 61 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Communicate in traffic - Horn, Lights, Signals |
| 62 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Establishes eye-to-eye contact |
| 63 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | DON'T GAMBLE - USE YOUR HORN, LIGHTS AND SIGNALS |

What do you do if a package is generating smoke fumes or is otherwise irritating

- | | | | |
|----|-------------------------------------|--------------------------|-------------------|
| 64 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Don't touch |
| 65 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | leave area |
| 66 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Notify supervisor |

What do you do if a package is leaking and it carries no label or other indication of its contents

- | | | | |
|----|-------------------------------------|--------------------------|--------------------|
| 67 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Treat as hazardous |
| 68 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Don't Touch |
| 69 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | leave area |
| 70 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Notify supervisor |

Leaking on area

- | | | | |
|----|-------------------------------------|--------------------------|-------------------------------|
| 71 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | don't touch |
| 72 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | secure vehicle in a safe area |
| 73 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | notify supervisor |

In an emergency evacuation, where do you exit, assemble and where is the emergency plan posted

- | | | | |
|----|-------------------------------------|--------------------------|-----------------------|
| 74 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | identify nearest exit |
| 75 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | assembly point |
| 76 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | plan location |
| 77 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | How are you notified |

In a non-evacuation emergency, where do seek shelter

- | | | | |
|----|-------------------------------------|--------------------------|-------------------------------|
| 78 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify correct shelter area |
| 79 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | How are you notified |

- | | | | |
|----|-------------------------------------|--------------------------|--|
| 80 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | What is the Safety and/or Wellness tip from today's PCM? |
|----|-------------------------------------|--------------------------|--|

% Effective

100

Commitment date

Driver Signature:

Reviewed
Refused Safety Training

INJURY/ACCIDENT
REVIEW[back](#)

(b) (6), (b) (7)(C)

There are no injuries reported!

DATE	ACCIDENTS	DISPOSITION
(b) (6), (b) (7)(C) 2019	MOVING OBJECT	Avoidable

SWM Drivers License Safe Drive
Date: (b) (6), (b) (7)(C) 2018 Expiration: (b) (6), (b) (7)(C) 2019 Years: 2

S & V DOT Award
Date: (b) (6), (b) (7)(C) 2018 Expiration: (b) (6), (b) (7)(C) 2020 Date: (b) (6), (b) (7)(C) 2019

Hire Date: (b) (6), (b) (7)(C)

Driver: Reviewed-Refused Safety Training (b) (6), (b) (7)(C) 19

Supervisor: (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) 19

Incident Summary
(The following accident has been reported.)

Accident Information

UPS Claim Number
UPS Driver Name
Accident Date
UPS Vehicle Number
Accident Address
Accident Description

(b) (6), (b) (7)(C)
(b) (6), (b) (7)(C)
(b) (6), (b) (7)(C) 2019
(b) (6), (b) (7)(C)
(b) (6), (b) (7)(C) Canton, OH

Driver was pulling thru a gate at a residential stop when (b) (6), (b) (7)(C) became blocked by a vehicle coming up the drive. The gate timer expired and the gate closed before the driver could safely pass thru.

Record Information

Person Reporting Name
Date Claim Submitted

(b) (6), (b) (7)(C)
(b) (6), (b) (7)(C) 2019 03:02:04 PM

Accidents				
Claim Number	Date	Report	Accident Type	Preventable
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 2019	(b) (6), (b) (7)(C) 2019	Struck By Moving Object	Av

Injuries				
Claim Number	Date	Report	Injury Type	OSHA Cod

[Create a change request](#)

Click Next to enter Prevention Report

AS I was making a delivery attempt at (b) (6), (b) (7)(C)
I pulled into the driveway where there was closed gate. I attempted
to use the code to open the gate in the notes but it was
invalid. I then hit the call button on the homeowner's doorbell and no one
responded. The gate started to open and as it began to open I proceeded
to go through. As I'm already halfway through the gate the homeowner
is approaching the gate from the opposite direction. (b) (6), (b) (7)(C) stops in a one
lane driveway where the driveway curves about 7 feet from the nose of
my truck. I motion with my hand for (b) (6), (b) (7)(C) to back up but (b) (6), (b) (7)(C) didn't
respond. (b) (6), (b) (7)(C) then sticks (b) (6), (b) (7)(C) head out (b) (6), (b) (7)(C) window and asks me if I
had enough room to get by and I told (b) (6), (b) (7)(C) I didn't and that (b) (6), (b) (7)(C) needed
to back (b) (6), (b) (7)(C) vehicle up so I could get through. By then 45-60 seconds had
passed and (b) (6), (b) (7)(C) began to back (b) (6), (b) (7)(C) vehicle up and I started to move forward.
As I was moving forward I glanced in my mirrors and notice the
gate was closing. Once I noticed the gate was closing I proceeded
to continue forward to avoid the gate from hitting me. The gate
made contact on the ~~left~~ passenger side and chipped paint in 2 spots.
After I was completely through I stopped my truck and told the
homeowner (b) (6), (b) (7)(C) wasn't interested in the condition of (b) (6), (b) (7)(C) gate
and was only concerned with
center and asked for
(b) (6), (b) (7)(C) of the situation b
(b) (6), (b) (7)(C) the same thing I to
property and that (b) (6), (b) (7)(C) would b

- As driver did not pass thru gate until after (b) (6), (b) (7)(C) and began backing and I told (b) (6), (b) (7)(C) down the driveway then called the (b) (6), (b) (7)(C). I informed (b) (6), (b) (7)(C) me to stay on
- UPS driver stopped/slowly proceeded thru gate
- Gate began to close at that point

AS I was making a delivery attempt at (b) (6), (b) (7)(C)
I pulled into the driveway where there was closed gate. I attempted
to use the code to open the gate in the notes but it was
invalid. I then hit the call button on the homeowner's doorbell and no one
responded. The gate started to open and as it began to open I proceeded
to go through. As I'm already halfway through the gate the homeowner
is approaching the gate from the opposite direction. (b) (6), (b) (7)(C) stops in a one
lane driveway where the driveway curves about 7 feet from the nose of
my truck. I motion with my hand for (b) (6), (b) (7)(C) to back up but (b) (6), (b) (7)(C) didn't
respond. (b) (6), (b) (7)(C) then sticks (b) (6), (b) (7)(C) head out (b) (6), (b) (7)(C) window and asks me if I
had enough room to get by and I told (b) (6), (b) (7)(C) I didn't and that (b) (6), (b) (7)(C) needed
to back (b) (6), (b) (7)(C) vehicle up so I could get through. By then 45-60 seconds had
passed and (b) (6), (b) (7)(C) began to back (b) (6), (b) (7)(C) vehicle up and I started to move forward.
As I was moving forward I glanced in my mirrors and notice the
gate was closing. Once I noticed the gate was closing I proceeded
to continue forward to avoid the gate from hitting me. The gate
made contact on the ~~driver~~ passenger side and chipped paint in 2 spots.
After I was completely through I stopped my truck and told the
homeowner, (b) (6), (b) (7)(C) wasn't interested in the condition of (b) (6), (b) (7)(C) gate
and was only concerned with leaving the property. I then called the
center and asked for (b) (6), (b) (7)(C) on (b) (6), (b) (7)(C) I informed
(b) (6), (b) (7)(C) of the situation (b) (6), (b) (7)(C) then put (b) (6), (b) (7)(C) on and I told
(b) (6), (b) (7)(C) the same thing I told (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) instructed me to stay on
property and that (b) (6), (b) (7)(C) would be out shortly.

10:30:55 Arrived to gate
- Vehicle off and seat belt off
2m 11s
attempting access

10:33:06 Vehicle and seat belt on

10:33:14 Vehicle in motion

10:33:23 Vehicle idle

10:33:34 Vehicle in motion
Contact *

10:33:40 Vehicle off and seat belt off
stopped gate part

10:35:06 Vehicle on
told to call in.

10:35:07 Seatbelt on

10:35:12 Vehicle in motion

10:35:52 Vehicle off and seat belt off

10:42:10 Vehicle on

10:42:11 Seatbelt on

10:42:16 Vehicle in motion

10:43:42 Vehicle off and delivery made.

Training Transcript for (b) (6), (b) (7)(C)

Date Range: (b) (6), (b) (7)(C) 2019 - (b) (6), (b) (7)(C) 2019

History Type: All

Training Type: eLearning, Instructor-Led And GEMS

Employee Job Roles

**** No Job Roles for Employee ****

eLearning Courses

Course Name	LMS Active	EHP Code	Attempt #	Completed Date	Exported To GEMS	GEMS Export Date	Trainer	Signature Date	Trainer Notes
**** No Records Available ****									

Instructor-Led Training

Course Name	Lead Instructor	LMS Active	EHP Code	Completed Date	Exported To GEMS	GEMS Export Date
**** No Records Available ****						

GEMS Training

Course Name	GEMS Active	EHP Code	Completed Date	Trainer	Signature Date	Trainer Notes
Tier 3 Training	Yes	2131	(b) (6), (b) (7)(C) 2019	N/A	N/A	N/A



Info Notices Report

Employee Detail			
1 of 1 -	(b) (6), (b) (7)(C)	Weekending	(b) (6), (b) (7)(C) 2020 thru (b) (6), (b) (7)(C) 2020
Info Notice #	Business Address	Tracking #	Scan Time Stamp
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 2020 4:44PM
			Error Status
			DIFFERENT ADDRESS
« • 1-1 • Next » »			
Records Per Page: 20 Show All			

Reviewed info notice procedures with
(b) (6), (b) (7)(C)
This conversation followed at
weekly meeting.

(b) (6), (b) (7)(C) /

(b) (6), (b) (7)(C)

Searched Inquiry Number:

(b) (6), (b) (7)(C)

Tracking Number:

(b) (6), (b) (7)(C)

Service Level:

GROUND

Associated Tracking Numbers:

Search

Select an Associated Tracking Number and click on Search to execute the search

Delivery Address

(b) (6), (b) (7)(C)

Type:

DELIVERY ATTEMPT

Date:

(b) (6), (b) (7)(C) 20

Time:

16:44

Received By:

Location:

Late Air Reason:

Delivery Status:

RECEIVER'S LOCATION CLOSED ON 1ST DELIVERY ATTEMPT. A 2ND ATTEMPT WILL BE MADE

Shipper Name:

(b) (6), (b) (7)(C)

Shipper Number:

(b) (6), (b) (7)(C)

Stop Type:

COMMERCIAL

Package ID:

Package Weight:

0.00

Saturday Delivery Charge:

NO

Remarks:

Original Receiver:

Reason:

Return Address:

Monetary

No monetary information available

DIAD Detail

Name:

(b) (6), (b) (7)(C)

Driver ID:

Vehicle Number:

(b) (6), (b) (7)(C)

Data Source:

DCS

DIAD ID:

(b) (6), (b) (7)(C)

Defined Area:

(b) (6), (b) (7)(C)

SLIC/Location:

(b) (6), (b) (7)(C) CANTON-MASSILLON OH US

Upload Date/Time:

(b) (6), (b) (7)(C) 20 18:41

Stored Date/Time:

(b) (6), (b) (7)(C) 20 18:42

Stop Number:

100

Total Delivery Stop Count:

107

Packages at Stop:

1

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Searched Inquiry Number:

(b) (6), (b) (7)(C)

Tracking Number:

(b) (6), (b) (7)(C)

Service Level:

GROUND

Associated Tracking Numbers:

Select an Associated Tracking Number and click on Search to execute the search

Delivery Address

(b) (6), (b) (7)(C)

Type:

DELIVERY ATTEMPT

Date:

(b) (6), (b) (7)(C) 20

Time:

11:35

Received By:

Location:

Late Air Reason:

Delivery Status:

RECEIVER'S LOCATION CLOSED ON 1ST DELIVERY ATTEMPT. A 2ND ATTEMPT WILL BE MADE

Shipper Name:

(b) (6), (b) (7)(C)

Shipper Number:

(b) (6), (b) (7)(C)

Stop Type:

COMMERCIAL

Package ID:

Package Weight:

0.00

Saturday Delivery Charge:

NO

Remarks:

Original Receiver:

Reason:

Return Address:

Monetary

No monetary information available

DIAD Detail

Name:

(b) (6), (b) (7)(C)

Driver ID:

Vehicle Number:

(b) (6), (b) (7)(C)

Data Source:

DCS

DIAD ID:

(b) (6), (b) (7)(C)

Defined Area:

(b) (6), (b) (7)(C)

SLIC/Location:

(b) (6), (b) (7)(C) / CANTON-MASSILLON OH US

Unload Date/Time:

(b) (6), (b) (7)(C) 20 19:22

Stop Date/Time:

(b) (6), (b) (7)(C) 20 19:24

Stop Number:

26

Total Delivery Stop Count:

136

Packages at Stop:

4

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UPS NEW DRIVER PROCEDURES

Welcome to UPS! Please review and follow these UPS Driver Procedures for all packages. Your supervisor will explain and review each item below. Sign and date both sheets. One copy to remain with your training packet and one for your records.

REGARDING INJURIES

1. I understand that I am to report any injury IMMEDIATELY to my manager or on-road supervisor.
2. I understand that I am to report all crashes immediately to my manager or on-road supervisor. A crash is defined by damage to property caused by a package car or damage to the package car.
3. I understand that I am to deliver all packages in a safe and timely manner.

REGARDING HOURS

1. I understand all rules regarding DOT hours of service (10 hour rule, 14 hour rule, 60 hour rule and 34 hour reset).
2. I understand that I cannot make a delivery attempt to a business stop which is closed between 11:59 and 13:01. I must make a valid attempt outside that window and before 17:00.
3. I understand that I am responsible to verify by 15:00 that service will be made to every business customer. This information MUST be verified by checking the car for misloads and checking the Enhanced DIAD Download (EDD) for business stops.
4. I understand that I cannot make a non-delivery attempt to a business stop after 17:00. If I am unable to make service, I need to record it as missed.

REGARDING NEXT-DAY AIR AND PACKAGES

1. **Before Leaving:** I understand that I am responsible to verify that ALL of the PREMIUM package commitments (i.e. EAM, Next-Day Air) I am dispatched are on my vehicle before leaving. If anything is missing, or I do not believe I can service all of my premium package commitments, I am to notify my manager or on-road supervisor immediately. They may be able to reroute the package to another driver.
2. I have read and understand and been certified in the procedure regarding access points and overrides.
3. I understand that I am responsible to call the center to notify them when I become aware of any service failure (missed or late air).
4. I understand that I NEVER use "Requested Late" for any LATE AIR.
5. I understand that I may only use "Other," "Weather," or "Security" for late air. All "Weather" or "Security" late air is to be approved by management. For a list of exception guidelines, please see the UPS Access Point Override Guidelines (attached).
6. I understand that I am not allowed to use prerecord on any stop that has air in it. I will verify that I do not have any stops in prerecord after my last PREMIUM package commitment stop before the same commit time. (i.e. EAM Next-Day Air, 10:30, 12:00, and 15:00 commit stops)
7. I understand that I am responsible to call the center to notify them when I become aware of any service failure (missed or late air). Repeat of #3
8. I understand that all "Return Service" tags (call tags) must be attempted each day. If a call tag is in the Enhanced DIAD Download (EDD) but not physically on my vehicle, I MUST still attempt it that day and call the center to have that tag reprinted.
9. **Upon Returning:** I understand that I am responsible to verify that all clerk work (including NI3) call tags) are unloaded onto the bins upon return to the building. I will verify and sign off the clerk work control log on the cart.

UPS Access Point Override Review

As we deliver to UPS Access Point locations, service providers like you may come across situations where you need to override the UPS Access point location and the package will become a send-again. There are exceptions for NI1-AP delivery and these are valid reasons for Service Provider Override.

Valid Reasons for Service Provider Override

Too heavy – package weight is greater than 30 lbs for NI1-AP

- Too large
 - a. Staffed locations: length is greater than 38 inches and/or girth is greater than 130 inches
 - b. Locker locations: packages larger than 21 x 16 x 22 inches
- Irregular or oversize packages such as tires, bicycles, and patio furniture.
- Dangerous Goods
- High Value (~\$5,000)

REGARDING ORION and YOUR DIAD: Start your day by reviewing your stops.

1. **Before Leaving:** I understand that I will deliver to my first stop and follow the stop order in ORION. IF an exception or stop change needs to be made, I must request approval before leaving.
2. I understand that I am to follow all DIAD notes regarding delivery time windows.
3. I understand that if the DIAD prompts me for a late air reason and I do not understand why, I am to call the center to make sure the late air reason is recorded properly.
4. I understand that when the DIAD prompts me to record a package as "inside delivery," I select "inside delivery" (i.e. for pharmacy deliveries).
5. I understand that I am not to start recording any stop in the DIAD until my vehicle is parked at the delivery location - To record every delivery package at the point of customer contact. I should never have Diad in hand while vehicle is running or in motion.
6. I understand that I am responsible for recording every package that is on my car correctly. I will let the center know by sending misload text message (as soon as the misload is found) and recording in the DIAD as "missed" when service is not made before returning to the building.
7. I understand that I am to record all air pick-up packages in the DIAD so I have a count under Recovery A.
8. I understand that I do not return to the building without properly recording all packages- repeat of #6.
9. **Upon Returning:** I understand that, when I return to the building, I unload all air and international packages as well as containerized smalls, high values and hazardous materials onto the belt or designated area and sign off on the "Daily Air Sign Off" sheet.

I have read and understand and agree to all of the above UPS Driver Procedures.

Supervisor (printed name):

Signature:

Driver (printed name):

Signature:

Updated December 4, 2018

Reviewed with

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Original Message

What are drivers supposed to have gone through their minds by looking for servers and misdeeds?

Message

Request acknowledged and accepted

In-Center Dispatching

61 Unread Messages

CrAss: 0 Assign: 0 Accept: 5 Cancelled: 0 Comp: 35 System Alerts: 1 (D) G. Jassillon - Canton 10/11/2018 14:51:18

System Alerts:

1. (b) (6), (b) (7)(C), (b) (7)(D) - Confidential - Contains information that is exempt from public release under the Freedom of Information Act.

CONNECT TO MASTER

4:13 PM
01/05/16

(b) (6). 615

(b) (6), (b) (7)(C)

119 - Called / Messaged instead
after 15:00

ODS In-Center (b) (6), Massillon - Canton
 File Maintenance CSC ODS New Message Help

Messages from Centers and Responders

From	Route	Type	To	Message Type	Response Required	Time Sent
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	DND	(b) (6), (b) (7)(C)	Message		(b) (6), 10:09:23
		DND		Response		10:10:00:42
		DND		Message		10:10:10:19
		DND		Response		10:10:10:48

Original Message
 Who did you talk with about missing air before leaving the building?

Message
 Request acknowledged and accepted HEDT

In-Center Dispatching 0 Unread Messages

Ready (b) (6), Massillon - Canton 10:42 AM (b) (6), (b) (7)(C) 10:19

Ctrl+Alt: 15 Assign: 0 Accept: 0 Cancel: 1 Compt: 0

(b) (6), (b) (7)(C)

19 -

Messaged center at 10:19
 missing air

4300 E. 68th Street
Cleveland, Ohio 44105
1-800-742-5877



(b) (6), (b) (7)(C) 2019

(b) (6), (b) (7)(C)

Dear (b) (6), (b) (7)(C)

Part of my responsibility is to assure that our people are made aware of their problem areas. Failure to follow supervisory instruction is a very serious problem which, as you know, cannot be condoned. We are confident you share our concern regarding the unsafe act you were involved in on (b) (6), (b) (7)(C) 2019.

Personal safety must be a priority consideration of everyone. It involves a responsibility to yourself, your family, your fellow workers, the community and UPS. In addition, obligations to our customers to provide the best service possible increases our responsibility to think and act safely every day.

You have one of the best jobs in the community. You are highly paid and receive numerous benefits. I must advise you that another unsafe act will result in a local level hearing where disciplinary action will have to be taken. This action could be up to and including discharge.

We are confident that corrective action on your part will eliminate the need for the above action, and that you will utilize future safety awareness training.

Sincerely,

UPS

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

pc: (b) (6), (b) (7)(C)
(b) (6), (b) (7)(C)
(b) (6), (b) (7)(C)
(b) (6), (b) (7)(C)

Date Given to Employee: (b) (6), (b) (7)(C) / 18
By Whom: (b) (6), (b) (7)(C)
Employee Comments: Murphy

Compliance
Training Roster

(b) (6), (b) (7)(C)
(b) (6), (b) (7)(C)

Employee Emp ID # (b) (6), (b) (7)(C)	Print Name - Employee Name (b) (6), (b) (7)(C)	Center Massillon
Trainer ID Number (b) (6), (b) (7)(C)	Trainer Name (b) (6), (b) (7)(C)	

EHP CODE	RR	DD	Training Programs	Employee's Signature	Training Instructor Emp #	Training Date mm/dd/yy	Print Trainer's Name	Trainer
0226	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	Haz Mat Training (Attach Test)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	19	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)
0192			Conveyor Securing (Attach Test)			19		
1380			Egress (Side A&B)			19		
0229			PPE (Compliance Side A)			19		
0582			Yard Control Cert NON Cert			19		
1113			UPS Stretching Video			19		
0907			Cool Solutions(Attached PCM)			19		
1477			Heat Related Illness			19		

UPS hereby certifies that the people named above have been trained and tested in accordance with the provisions of 49 CFR Part 172, Subpart H and OSHA Corporate-wide Settlement Agreement.

Retain a copy of this completed form in the facility's Operations Health and Safety Compliance Manual for 3 years.

Form last revised Jan 3, 2010

Package Car, Air Driver & Air Shuttle Driver Quiz Ver. 11.18.2016

Name: (b) (6), (b) (7)(C) Emp ID: (b) (6), (b) (7)(C) Date: (b) (6), (b) (7)(C) 18 Center: (b) (6), (b) (7)(C)

Ensure the correct answers are reviewed before ending the class.

1. If a customer asks you questions about the required packaging for hazardous materials, you should refer the customers to:
- Your supervisor
 - Any Account Executive
 - ☒ The Hazardous Materials Support Center
 - The 3E Company.

Note: The telephone number for the Hazardous Materials Support Center is 800-554-9964 and can be found on the bottom of the Prohibited poster and pocket card.

3. Upon return to your building, drop off all new hazmats at the designated location. Identify the information that indicates a package contains hazardous materials: (select all that apply)
- ☒ A Shipper's Certification or IATA Dangerous Goods Declaration with the package
 - The Emergency Response Guidebook
 - ☒ Diamond hazard labels on the package
 - ☒ A Cargo Aircraft Only label on the package

5. If you discovered a prohibited hazmat package, you would: (Select all that apply)
- Place the package in a plastic bag
 - ☒ Stop the progress of the package
 - ☒ Notify a supervisor
 - Take it outside

7. To properly load hazmats in your vehicle, you should:
- Ensure different classes of hazmats are separated by at least one non-hazardous package
 - Load with orientation arrows up
 - Load flat on the floor and stacked no higher than waist level and blocked and braced with non-hazmat packages on all four sides
 - Never use a food package to block and brace a package displaying a TOXIC label
 - ☒ All of the above

Note: Always ensure that hazmats are properly blocked and braced with no empty spaces so that the hazmat package cannot move during transport.

2. When you see a package with a diamond hazard label, you should ensure the label is:
- Pictured on the Prohibited Poster
 - ☒ Not pictured on the Prohibited Poster
 - On the top of the package
 - On two sides of the package

4. Hazardous materials cannot be picked up from: (circle all that are correct)
- ☒ Commercial Customer Centers (counters)
 - Industrial locations
 - ☒ Call tags
 - ☒ Shippers that have hand-written shipping papers

6. You must always carry shipping papers or shipper certification in:
- Your pocket
 - The back of the package car or trailer
 - ☒ The cab
 - Any place you want to

8. When picking up a hazmat package, you must ensure: (Select all that apply)
- ☒ Contents are not prohibited
 - The shipping paper is computer-generated or pre-printed
 - ☒ Diamond hazard label is the same as indicated on the shipping paper
 - ☒ Carton is new or like-new

Package Car, Air Drivers and Air Shuttle Drivers Quiz

9. Always verify that Limited Quantity-Air packages have:
- a. The appropriate diamond hazard label
 - ☒ b. UPS hazardous materials shipping papers
 - c. The appropriate UN number and proper shipping name on the carton
 - d. Orientation arrows

Note: Always check the designated service for all ORM-D and Limited Quantity packages. ORM-D and Limited Quantity packages are not permitted in air service. Designated air service includes NDA, 2 DA, and 3-Day Select as well as ground service to AK, HI, PR & Avalon, CA.

11. The Shipper's Certification must be:
- ☒ a. Carried in the cab and turned in at the facility
 - b. Used in place of the pick-up record
 - c. Signed and dated by the driver
 - d. Computer-generated

Note: The Shipper's Certification cannot be used in place of the pickup record and cannot be signed by the driver.

13. Salvaged, undamaged hazardous materials from a damaged package can only be returned to the shipper via GROUND service in:
- a. A new carton
 - b. The same carton
 - ☒ c. An approved drum designated SALVAGE DRUM
 - d. None of the above
15. If you have an air package with Limited Quantity-AIR markings, what should you look for?
- a. Diamond label
 - ☒ b. UPS Hazardous Materials shipping papers
 - c. Shipper's address
 - d. Orientation arrows

17. If a shipper or a package causes you to have security concerns, you should:
- a. Open the package
 - ☒ b. Notify your supervisor or manager
 - c. Record the shipper's telephone number
 - d. Obtain an SDS
19. How do you know where to assemble for a tornado warning?
- ☒ a. From the Emergency Evacuation Plan posted throughout the building
 - b. From another employee
 - c. Just luck
 - d. The weather station

10. To obtain information about the products used in your facility, you could request:
- a. A sample to be tested
 - ☒ b. A Safety Data Sheet (SDS)
 - c. A warranty letter
 - d. A Shipper's Certification list of hazmats shipped

12. The Shipper's Certification:
- a. Replaces the Package Manifest
 - b. Must be computer-generated
 - ☒ c. Is required by the DOT for transport
 - d. Provides an abbreviated list of hazmats shipped

Note: The Shipper's Certification is needed for DOT purposes. Don't confuse the Certification or Hazmat Manifest with the shipping paper.

14. The hazmat marks and label on a product tells you:
- a. The identity of the hazardous chemicals
 - b. Any hazard warnings
 - c. The name and address of the chemical manufacturer or importer
 - ☒ d. All of the above
16. On road, if you discover a package that is leaking, unusually warm to the touch, smoking, or fuming, you must take which of the following actions:
- a. Don't touch
 - b. Safely park and secure the vehicle
 - c. Notify your supervisor
 - ☒ d. All of the above
18. When you hear the evacuation signal, you should
- a. Go to the nearest exit
 - b. Meet at an assigned location
 - c. Wait for notification from management before re-entering the building
 - ☒ d. All of the above
20. When you deliver a hazmat package, you should:
- a. Make sure it is not leaking or damaged
 - b. Keep orientation arrows up when leaving it at the customer's location
 - c. Discard the corresponding shipping paper
 - ☒ d. All of the above



CONVEYOR SECURING TEST

(Employee Interview Form – interview to be conducted by Operations Management or Health and Safety Committee Member)

Employee Name: (b) (6), (b) (7)(C) Employee ID #: (b) (6), (b) (7)(C)
Shift and Work Area: package car Date: (b) (6), (b) (7)(C) 19
Test Conducted By: (b) (6), (b) (7)(C)
Comments:

You have just received Conveyor Securing and Lockout-Affected Training. This test is intended to certify your knowledge of the procedures.

Correct Response – Check (✓) YES or NO in the box next to each question.

Indicate which of the following procedures could be performed using the Conveyor Securing Program.

- | | YES | NO |
|--|-------------------------------------|-------------------------------------|
| 1.) Can Conveyor Securing be used in the following situations? | | |
| a.) Move a diverter (Conveyor Securing) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b.) Retrieve a Next Day Letter caught in a drive system | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c.) Break a jam | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| d.) To walk off the belt at the end of the sort | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| e.) Retrieve a package under a stopped boxline | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2.) Can you remove a securing device from a conveyor securing station that someone else applied? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3.) Can you remove a lock that a lockout-authorized employee placed on a piece of equipment that was being serviced? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4.) What would you do if you found a lock on a piece of equipment you needed to use? | | |
| a) Cut the lock | | |
| b) Nothing | | |
| c) Notify your supervisor, who must follow specific procedures to arrange for lock removal. | | |
| d) Call an outside service | | |

$\frac{3}{3}$ $\frac{4}{4}$ 100%

Cool Solutions



Staying cool this summer

Cool tip #1

**Eat light meals and
avoid all alcoholic
and caffeinated
beverages.**



Wear clothing that is:

- Loose
- Lightweight
- Light-colored

This allows the body to perspire.
Perspiration is your body's primary
defense against heat.

Visit UPSers.com for more information on how to stay
cool this summer.

*Did you
know?*
Alcohol and
caffeine
dehydrate the
body, which
impairs
perspiration.

Heat Stress Quiz

1. Everyone needs to drink _____ of water everyday.
A. 12-16 glasses
☒ B. 8-10 glasses
C. 1 gallon
2. You can substitute soft drinks for the recommended amount of water.
True or ☒ False
3. Signs of dehydration include _____ (circle all that apply)
☒ A. Dizziness or feeling lightheaded
☒ B. Muscle cramps
☒ C. Dry or sticky mouth
☒ D. Loss of appetite
☒ E. fatigue
☒ F. Dark/Discolored urine
4. Losing sleep, obesity and skin disorders can increase your risk of heat stroke.
☒ True or False
5. Heat stroke is serious and can be fatal.
☒ True or False

Employee Signature

(b) (6), (b) (7)(C)

Employee ID

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

19

Egress Training

UPS Procedures for maintaining access to exits

Egress

- A way for occupants of a building to quickly leave in case of an emergency
- "Exit" signs are in place to direct occupants out of and away from the building
- The designated path must be arranged and maintained to provide a free and unobstructed means to exit all parts of the building at all times.

What makes up an exit?

- **Exit route** is a continuous and unobstructed path of exit travel and consists of three parts...
 - access to the exit
 - the exit
 - and the discharge.
- An exit route includes all vertical and horizontal areas (stairs, ramps, aisles, etc.).

Irregular trains

- Stopped or parked in an exit route to load and unload packages
 - Stopped or parked no longer than necessary to load or unload
 - Shall be attended at all times
 - the driver is in the train cab or
 - working within 50 feet of the train
 - It is the driver's responsibility to move the train out of the exit route promptly in an emergency.
- Irreg trains should never be parked in front of a pedestrian exit door
- Irreg drivers are not to place packages or materials at the top or bottom of a stairway

Sort Aisles

- Sorting operations where packages, materials, or equipment must temporarily be placed on the floor of the sort aisle
 - placed on one side of the aisle
 - leave at least one path for exit access
 - at no time is it permissible to place a package, materials, or equipment at the top or bottom of a stairway

Load / Unload operations

- Employees in the load, unload, pick-off and sweepers
 - Each employee is responsible for monitoring conditions in their work area
 - Ensure packages or materials on gratings, platforms or the floor of a trailer are minimized
 - packages or materials are only temporarily placed on the walkway / platform or floor of a trailer
 - Includes packages that spill off a belt or chute
 - Communicate to supervisor or get help to address the condition in a timely manner
 - At no time it is permissible to place a package, materials or equipment in front of an exit door or at the top or bottom of a stairway

Exit doors and stairways

Packages, materials, or equipment may not be placed permanently or temporarily in front of an exit door or at the top or bottom of a stairway.

Print Name: _____

(b) (6), (b) (7)(C)

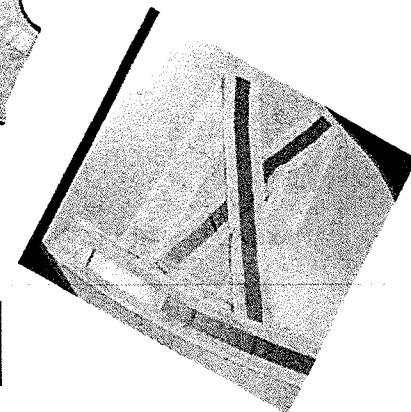
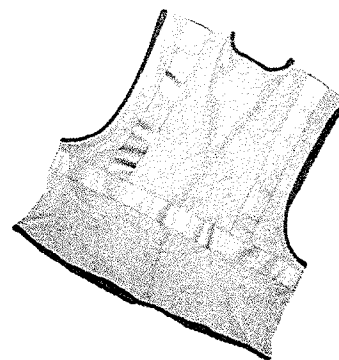
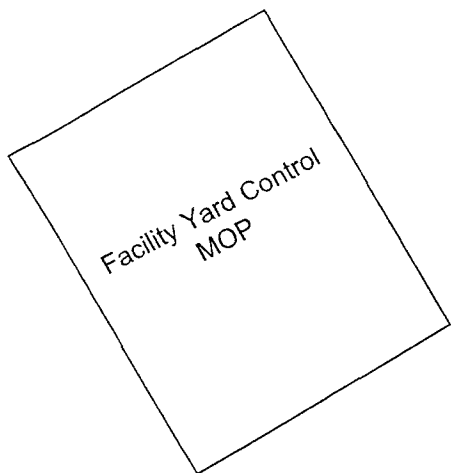
Employee's signature: _____

(b) (6), (b) (7)(C)

Date _____

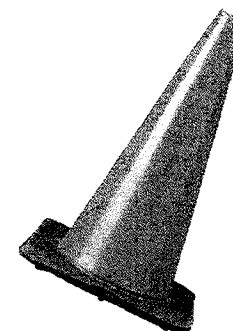
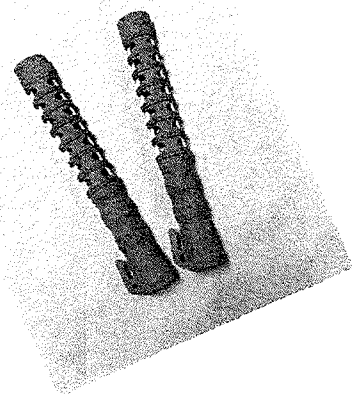
(b) (6), (b) (7)(C)

19



Facility Yard Control

Safety Training 2019



REV 04/01/19

Yard Control Safety Rules

#1

Only certified yard personnel and drivers are allowed in the yard outside of the designated pedestrian walkways and break areas

#2

All facility employees, whether certified or non-certified, must use the pedestrian doors to enter or exit the building

#3

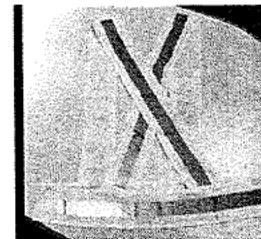
When on a break, all employees are required to remain in designated break areas

Yard Control Safety Rules

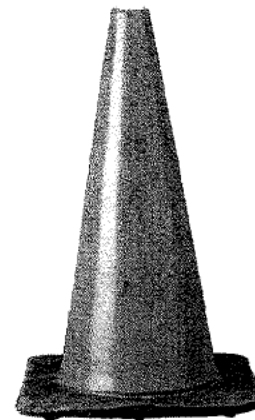
- #4** **Persons authorized to drive vehicles in the yard must obey posted speed limits and wear a safety belt at all times**
- #5** **Vehicles must be equipped with operable headlights, hazard lights, or reflective material that provides 360 degree visibility**
- #6** **Employees authorized to drive vehicles in the yard are required to take the ignition keys with them whenever they leave the vehicle**

Yard Control Safety Rules

#1 All certified yard employees and drivers are required to wear a reflective vest/reflective belt vest anytime they are working in the yard



#8 A certified yard employee must place an orange cone or use strobe lights when working in the yard



United Parcel Service

Service Provider

New Driver Training

Date Of Observation (b) (6), (b) (7)(C) 18

Record Of Safety Ride

Periodic Driver Training X

Driver (b) (6), (b) (7)(C)

Employee ID: (b) (6), (b) (7)(C)

Crash Follow Up (Enter Date)

Observer (b) (6), (b) (7)(C)

License Expiration: (b) (6), (b) (7)(C) 2019

RAP Training (Enter Date)

Ride Start Time: 09:24

Ride End Time: 18:31

DOT Expiration: (b) (6), (b) (7)(C) 2020

Demonstration Time (In Military Time) From: 13:28 To: 14:03

Instructions: Enter "Y" or "N" in the check box as appropriate for each statement. A minimum of three observations for each statement must be made in those areas with three check boxes.

If not observed, review with employee and enter "R" in the check box.

PRE-TRIP INSPECTION OF VEHICLE

Y	Y	Y	1. Looks for leakage of coolants, fuel, lubricants
Y	Y	Y	2. Checks all tires, marker lights, doors, glass, mirrors, reflectors
Y	Y	Y	3. Checks horn, windshield wipers, gauges, steering, defrosters, fuel
Y	Y	Y	4. Checks brake action and hand brake adjustments
Y	Y	Y	5. Checks emergency warning devices, fire extinguisher, U6350
Y	Y	Y	6. Checks rear vision camera/monitor and reverse lights
Y	Y	Y	7. Checks turn signals, headlights, emergency flashers
Y	Y	Y	8. Checks for hazardous materials poster, Emergency Response Guide
Y	Y	Y	9. Checks seatbelt, DOT number, reviews and signs DVIR
Y	Y	Y	10. Adjusts mirrors at Mirror Station prior to leaving

ENGINE, CLUTCH AND TRANSMISSION

Y	Y	Y	11. Buckles belt, starts engine
Y	Y	Y	12. Uses clutch properly, shift gears smoothly in sequence
Y	Y	Y	13. Refrains from over revving and / or rolling back

AIM HIGH IN STEERING - Find a safe path well ahead

Y	Y	Y	14. Looks ahead in travel path
Y	Y	Y	15. Centers vehicle in traffic lane at all times
Y	Y	Y	16. Hands properly positioned on steering wheel
Y	Y	Y	17. Maintains proper driving posture
Y	Y	Y	18. Maintains eight to twelve seconds of eye lead time

Turning

Y	Y	Y	19. Checks traffic and turns when path is clear
Y	Y	Y	20. Makes smooth, safe turns, and centered in traffic lane
Y	Y	Y	21. Squares corners - does not cut short, turns lane to lane
Y	Y	Y	22. Avoids shifting on turns
Y	Y	Y	23. Applies "right turn on red" correctly

GET THE BIG PICTURE - Stay back and see it all

Y	Y	Y	24. In city or residential traffic, looks one block ahead
Y	Y	Y	25. In city traffic, looks building line to building line
Y	Y	Y	26. On highway or rural roads, looks fence line to fence line
Y	Y	Y	27. On highway or rural roads, looks one-half mile ahead
Y	Y	Y	28. Uses proper space cushion to avoid sudden stops
Y	Y	Y	29. Adjusts to changing traffic conditions
Y	Y	Y	30. Does not tailgate, maintains proper space cushion
Y	Y	Y	31. Identifies "billboards" and adjusts to traffic conditions
Y	Y	Y	32. Passes with sufficient and clear space ahead
Y	Y	Y	33. When stopped in traffic, leaves one car length

KEEP YOUR EYES MOVING - Scan, don't stare

Y	Y	Y	34. Driver stays alert
Y	Y	Y	35. Does not stare, disposes of eye-holding problems
Y	Y	Y	36. Moves eyes using the triangular method
Y	Y	Y	37. Checks mirrors every 5 to 8 seconds

Railroad Grade Crossings

Y	Y	Y	38. Approaches prepared to stop, foot covering brake
Y	Y	Y	39. Clears crossing by looking left, right, left in advance
Y	Y	Y	40. Selects proper gear prior to crossing at a safe speed

Service Provider knows the 5 Seeing Habits: Yes X No

Service Provider knows the 10 Point Commentary: Yes X No

Driver Drill completed: Yes X No

Reviewed the UPS Distracted Driving Procedure: Yes X No

KEEP YOUR EYES MOVING (Continued)

Intersections

Y	Y	Y	41. Heeds all traffic signs
Y	Y	Y	42. Approaches intersections prepared to stop
Y	Y	Y	43. Checks left, right, left at all intersections
Y	Y	Y	44. Checks mirrors while approaching intersection
Y	Y	Y	45. Stops behind stop line or cross-walk
Y	Y	Y	46. In neutral, emergency brake on at stop light (manual)
Y	Y	Y	47. Foot on brake, emergency brake on at stop light (automatic)
Y	Y	Y	48. Counts one, two, three after vehicle ahead moves
Y	Y	Y	49. Handles stale green lights and point of decision
Y	Y	Y	50. Scans steering wheels of parked vehicles
Y	Y	Y	51. When stopped to turn direction, maintains steer axle straight

LEAVE YOURSELF AN OUT - Be Prepared. Expect the unexpected

Y	Y	Y	52. Leaves other vehicle sufficient space
Y	Y	Y	53. Maintains 4 - 6 seconds following time in speeds < 30 mph
Y	Y	Y	54. Maintains 6 - 8 seconds following time in speeds > 30 mph
Y	Y	Y	55. Allows for space on all sides of vehicle
Y	Y	Y	56. When starting up at an intersection looks left, right, left
Y	Y	Y	57. Uses path of least resistance
Y	Y	Y	58. Adjusts speed to varying road, weather and traffic conditions

Backing

Y	Y	Y	59. Avoids all unnecessary backing including residential driveways
Y	Y	Y	60. If necessary, back first
Y	Y	Y	61. Checks rear immediately before backing
Y	Y	Y	62. Taps horn continuously when backing
Y	Y	Y	63. Looks back as well as checking mirrors and monitor
Y	Y	Y	64. Backs to driver's side
Y	Y	Y	65. If in doubt or conditions have changed, driver gets out and looks
Y	Y	Y	66. Backs at a controlled speed
Y	Y	Y	67. Uses monitor and volume of rearview camera
Y	Y	Y	68. Recognizes doubtful situations

MAKE SURE THEY SEE YOU - Don't Gamble. Use horn, lights and signals

Y	Y	Y	69. Establishes eye to eye contact
Y	Y	Y	70. Uses horn properly
Y	Y	Y	71. Upon return to car, scans area around vehicle
Y	Y	Y	72. Checks in front, under, and behind the vehicle
Y	Y	Y	73. Rechecks if conditions have changed
Y	Y	Y	74. Signals lane changes well in advance
Y	Y	Y	75. Dims headlights for oncoming traffic
Y	Y	Y	76. Signals intention well in advance

Stopping

Y	Y	Y	77. Alerts traffic to rear when stopping, comes to a full stop
Y	Y	Y	78. Uses four-ways as prescribed by DOT, parks close to curb
Y	Y	Y	79. When pulling from curb, looks over left shoulder
Y	Y	Y	80. Checks mirrors and pulls mirrors in when stopped

POST TRIP

Y	Y	Y	81. Checks exterior - tires, all lights, doors, glass, mirrors, reflectors
Y	Y	Y	82. Checks horn, windshield wipers, gauges, steering, defrosters, fuel
Y	Y	Y	83. Checks brake action and hand brake adjustments
Y	Y	Y	84. Checks vehicle for damage, signs DVIR

Reviewed DOT Hours of Service Compliance: Yes X No

Instructions Given(By Number)		
Category	Method	Method Notes
Aim High in Steering – Find a safe path well ahead	21. Squares corners - does not cut short, turns lane to lane	Instructed to aim high to square corners to keep wheels on the pavement
Get the Big Picture – Stay back and see it all	33. When stopped in traffic, leaves one car length	Instructed to maintain a car length of space, do not rush to 5" space
Keep Your Eyes Moving - Scan, don't stare	42. Approaches intersections prepared to stop	Instructed to draw point of decision to safely stop behind crosswalk
Keep Your Eyes Moving - Scan, don't stare	45. Stops behind stop line or cross-walk	INSTRUCTED TO BEHIND CROSSWALK TO ALLOW SPACE FOR OTHERS IN FRONT
Leave Yourself an Out – Be prepared. Expect the unexpected	55. Allows for space on all sides of vehicle	Instructed to keep 4 feet of space around vehicle to avoid stationary crashes
Leave Yourself an Out – Be prepared. Expect the unexpected	57. Uses path of least resistance	Instructed to not cross across parking lots to avoid being struck
Make Sure They See You – Don't gamble. Use horn, lights and signals	70. Uses horn properly	Instructed to use horn at every stop to attract attention of customers and animals
Make Sure They See You – Don't gamble. Use horn, lights and signals	78. Uses four-ways as prescribed by DOT, parks close to curb	Instructed to apply 4 ways prior to making a change in direction to communicate to the rear

Service Providers Commitments
I will use horn at every stop

Drill Drive				
Location	Drill	Front Eye Movement	Rear Eye Movement	Total
On Property	1	48	15	63

Signatures:

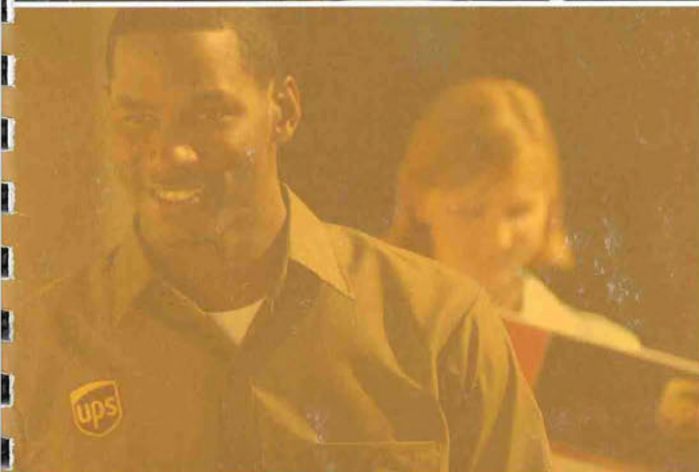
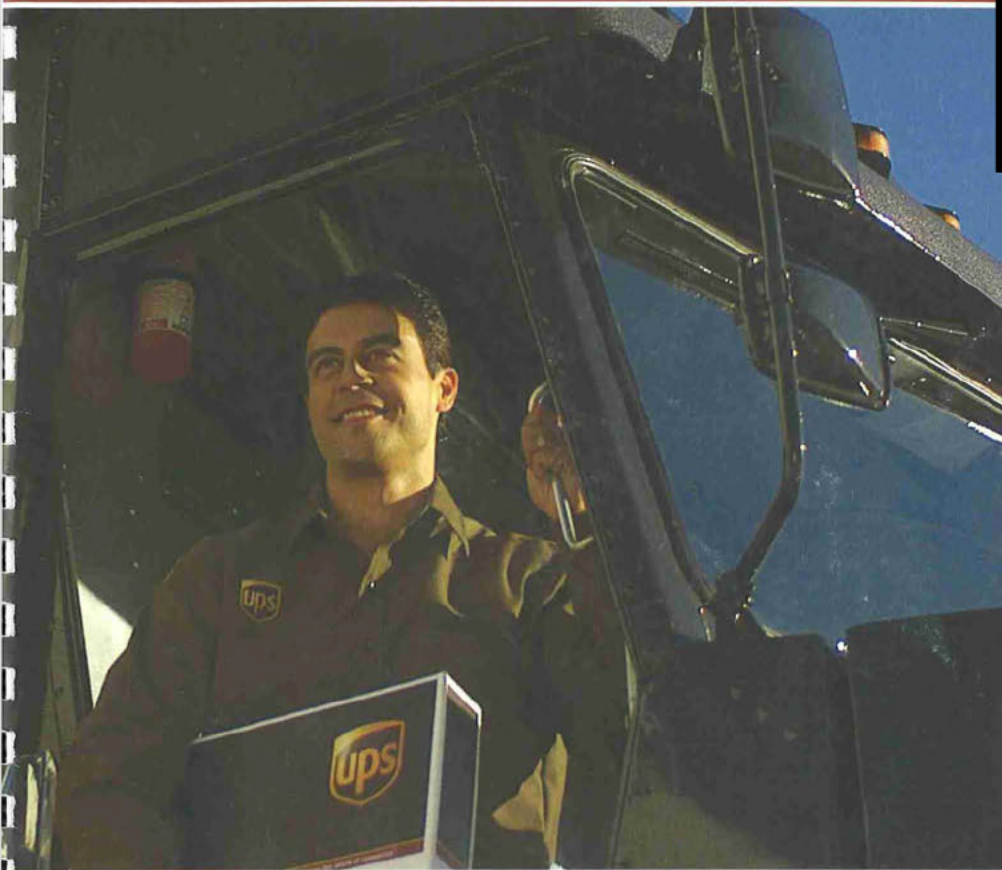
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 2018 6:21:57 PM
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 2018 6:21:54 PM

New Service Provider Training



(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)



Training Profile

Great Lakes District - New Driver Tracker - Permanent 2017

Data Thru :

(b) (6), (b) (7)(C) 2017

01 SOUTH

Home Ctr :

(b) (6), (b) (7)(C)

MASSILLON

(b) (6), (b) (7)(C)

Req # : PKG-20161145

Date Needed: 8/15/2017

Ctr Date: 8/15/2017

Type : PERMANENT

Wrk			Pay	Hours							Stops			Pkgs		ORION		Recov	Paid	Late	Missed		Over	Time Out			
Date	CTR	RTE	Code	OA	UA	Wrk	PL	OR	AM	PM	Del	PU	Total	Del	PU	Trace	DEMO	Miles	Pkgs	SA	NDA	Missed	PU	70lbs	Hrs	Qty	OJS
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	0.00	0.38	8.82	9.20	8.55	0.13	0.13	117	18	135	301	55	71.3%	-25	90	6	1	11	1			0.33	1	
2017				2.14	0.00	8.22	6.07	8.03	0.08	0.10	35	13	48	62	29		107	131	17						0.50	2	
2017				2.14	0.00	8.22	6.07	8.03	0.08	0.10	35	13	48	62	29		-20	131	17						0.50	2	
2017				1.24	0.00	9.60	8.36	9.17	0.15	0.28	139	9	148	327	23	80.9%	-8	53	22	11					0.50	1	
2017				1.27	0.00	10.75	8.98	9.82	0.22	0.22	157	3	160	320	1	85.7%	-29	71		13					0.33	1	
2017				0.47	0.00	10.27	9.80	9.78	0.23	0.25	127	15	142	352	63		-6	96	6	2							
2017				0.73	0.00	9.97	9.24	9.60	0.18	0.18	167	3	170	333	1		-7	63		8					0.22	1	
2017				1.19	0.00	10.03	8.84	9.62	0.20	0.22	120	17	137	287	36		-21	60	3	1				1	0.20	2	O
2017				0.45	0.00	8.00	7.55	7.77	0.12	0.12	109	14	123	206	176		2	39	22	3	1				0.33	1	O
2017				0.64	0.00	8.87	7.73	8.12	0.12	0.13	111	11	122	221	194		-1	44	18	2	2						O
2017				0.49	0.00	9.43	8.95	9.18	0.13	0.12	120	11	131	265	211		-17	63	34	1		1			0.18	1	O
2017				0.38	0.00	8.75	8.04	8.07	0.18	0.17	121	11	132	238	45		-9	53	16	6				3	0.17	1	O
2017				0.00	0.58	7.63	8.21	7.28	0.25	0.10	105	16	121	244	209		-7	51	30	2				1	0.50	3	O
2017				0.00	0.67	7.83	8.67	7.62	0.20	0.18	123	14	137	242	156		-1	49	24	4				1	0.50	2	O
2017				0.00	0.98	8.25	8.81	7.52	0.25	0.07	124	16	140	299	155		-1	49	17		1				0.50	3	O
2017				0.00	0.97	8.23	8.78	7.47	0.20	0.15	127	13	140	280	144	81.3%	3	51	22	3				1	0.50	3	
2017				0.00	0.55	7.80	8.55	7.68	0.22	0.10	122	12	134	288	189	81.5%	-6	51	31	2					0.50	2	O
2017				0.00	0.56	9.27	9.82	8.92	0.15	0.20	130	14	144	291	336	85.4%	-12	59	51	8					0.50	2	O
2017				0.00	0.62	9.03	9.65	8.70	0.22	0.12	146	17	163	297	167	91.2%	-4	54	34	5					0.50	1	O
2017				0.00	0.36	9.43	9.38	8.67	0.17	0.18	133	14	147	275	141	76.3%	-22	64	40	9	18				0.50	1	O
2017				0.13	0.00	8.93	8.81	8.53	0.22	0.18	133	13	146	287	158	83.0%	-2	49	36	5					0.50	1	O
2017				0.00	0.66	9.27	9.93	8.87	0.22	0.18	131	10	141	315	141	81.1%	-30	80	36	9					0.50	1	O
2017				0.09	0.00	11.73	11.22	11.08	0.22	0.02	173	13	186	387	138	83.6%	-28	73	25	3	15				0.50	1	
2017				0.95	0.00	11.00	10.05	10.77	0.18	0.05	164	17	181	308	30	88.6%	-16	62	19	3	13			1	0.50	2	
2017				0.33	0.00	10.47	10.13	10.07	0.20	0.20	161	12	173	328	140	83.3%	-11	64	28	9					0.50	1	
2017				0.00	0.42	8.50	8.92	8.17	0.18	0.15	121	13	134	259	292		-1	48	35	2					0.50	1	O
2017				0.26	0.00	10.10	9.84	9.70	0.20	0.20	157	15	172	348	42	84.1%	-8	59	27	4					0.50	1	O
2017				0.00	0.38	9.63	9.60	8.88	0.18	0.15	140	22	162	286	90	80.4%	-4	58	45	3					0.50	1	O
2017				0.00	0.12	10.57	10.69	10.10	0.38	0.08	146	11	157	353	176	86.8%	-22	77	43	4					0.50	1	
2017				0.27	0.00	9.83	9.40	9.32	0.22	0.13	142	15	157	329	74	86.7%	-3	53	29	19					0.50	1	O
2017				0.00	0.04	9.57	9.61	9.07	0.20	0.30	133	15	148	251	316	94.0%	-5	52	39	6				1	0.50	1	O
2017				0.00	0.27	9.03	8.72	8.10	0.25	0.10	138	12	150	274	159	80.0%	-5	53	23	3					0.50	1	O
2017				0.20	0.00	9.68	9.15	8.93	0.22	0.20	120	17	137	252	186	80.0%	-22	69	41	4					0.50	1	O
2017				0.62	0.00	10.45	8.94	9.23	0.20	0.13	125	14	139	288	180	87.1%	-8	56	39	12					0.50	1	O
2017				0.66	0.00	10.10	9.44	9.65	0.23	0.22	143	11	154	334	41	80.3%	-10	64	27	13					0.25	1	O

Report Date (b) (6), (b) (7)(C) 2017 11:00:31 AM

IE Pkg Planning "New Driver Report" db 1503

INJURY HISTORY

[back](#)

There are no Injuries reported!

AUTO ACCIDENT HISTORY

[back](#)

There are no accidents reported!

New Service Provider Training Profile



Service Provider Trainee Name: (b) (6), (b) (7)(C)

Center Name / SLIC: *Maxwell* (b) (6), (b) (7)(C)

NSPT Lead Instructor Name: (b) (6), (b) (7)(C)

On-Road Supervisor Name: (b) (6), (b) (7)(C)

Business Manager Name: (b) (6), (b) (7)(C)

Package Division Manager Name: (b) (6), (b) (7)(C)

In-Class Training Start Date: _____

Employee ID: (b) (6), (b) (7)(C)

Employee Phone Number: _____

Day 1 – In-Class – Prerequisite Overview

Pre-course Documentation

- 1) All elements in the Driver Qualification File (DQF) must be completed prior to the employee attending New Service Provider Training.
- 2) The employee's Human Resource representative must provide a copy of the completed and approved DQF Process Control Log or/DQF acceptance letter to the New Service Provider Training (NSPT) lead instructor prior to the first day of training.
- 3) The new Service Provider must present the following materials to the NSPT lead instructor:
 - Medical Examiner's certificate from their DOT physical (DOT card)
 - Valid Service Provider's driver's license
- 4) The NSPT lead instructor must verify these documents before the start of training.
- 5) All participants must carry their DOT card and valid driver's license with them at all times while driving for UPS and during class attendance.

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Day 1 – In-Class – Prerequisite Overview, cont.

Pre-course WBT Modules

- 1) All participants attending NSPT utilizing the Pre-course agenda must provide documentation of completion of all Pre-course modules.
- 2) Please refer to the WBT Modules Checklist which identifies pre-course WBT materials.

CBT Modules Checklist

Course Title	Date Completed
10 Point Commentary	
Carry Aid	
Conveyor Securing	
Customer Focus	
Delivery Methods	
Dispatch	
Hydration (Wellness Heat Stress Assessment)	
Inside AM	
Inside PM	
Introduction to Safe Work Methods (EHP: 2181)	
*Introduction to Space and Visibility (EHP: 2182)	
ISAT (EHP:0804)	
Knee, Back, and Shoulder Injury Prevention	
Pickup Methods	
Pretrip and Posttrip Package Car Inspection	
Online Pharmacy Compliance Program	
Selection Methods	
Service and Label Recognition	
Stretching	
Yard Control	
* Backing	
* Using the DIAD IV or Using the DIAD V	

* Denotes pre-course training materials. If the Service Provider has already completed the course, please indicate completion on the Prequalification checklist.

Day 1 – In-Class – Prerequisite Overview, cont.

Additional Materials Checklist

Uniform and Appearance Standards

- 1) All participants must have uniforms and be in compliance with UPS appearance standards prior to reporting for the NSPT.
- 2) All participants must wear their uniforms daily and meet UPS appearance standards during NSPT. Note that uniforms must be worn on UPS property and be taken off prior to leaving UPS property.

Service Provider Trainee Signature _____

Date _____

NSPT Lead Instructor Signature _____

Date _____

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Day 1 – In-Class – Prequalification Checklist

		Lead NSPT Instructor Initials
Pre-course Documentation	Date	
DQF Process Control Log (completion date)	_____	_____
Medical Examiner's Certificate DOT Physical (expiration date)	_____	_____
Service Provider's License (expiration date)	_____	_____
Pre-course CBT Modules	Date	Initials
DIAD	_____	_____
Space & Visibility	_____	_____
Backing	_____	_____
Uniform and Appearance Standards	Date	Initials
Uniform	_____	_____
Appearance	_____	_____

Please verify that the following items were reviewed with the new Service Provider before reporting to NSPT. If not, please contact the appropriate Human Resource Representative.

	Date	Initials
Pay Rates (and progression schedule)	_____	_____
Union Initiation and Dues (new hires must also complete forms)	_____	_____
Service Provider Trainee Signature _____	Date _____	
NSPT Lead Instructor Signature _____	Date _____	

Day 1 – In-Class – Service Provider Trainee Progress Review

The "Service Provider Trainee Progress Review" form monitors the trainee's progress throughout the entire training process, during both In-Class and Center Qualification training periods. This form allows NSPT Instructors and the Center Management Team to monitor individual progress and provide additional training, where needed. It also serves as an effective communication tool, as well as a feedback mechanism to reinforce all aspects of the Service Provider's job. In order to maximize its benefits, the following rules should be carried out:

- Review form must be completed and reviewed with the Service Provider Trainee daily.
- In the event of disqualification, copy of the completed form must be submitted to the District Workforce Planning Manager.



Service Provider Trainee Progress Review
New Service Provider Training Profile for:

(b) (6), (b) (7)(C)

	Element	Expected Results	In-Class Training - Day					Center Qualification - Day										Overall Results	Disqualification Reasons/Check All That Apply	
			1	2	3	4	5	1	2	3	4	5	6	7	8	9	10			
Safety & Appearance	Injuries	0						0	0	0	0	0	0	0	0	0	0	0		
	Accidents	0						0	0	0	0	0	0	0	0	0	0	0		
	Attendance (Absent or Late)	0						0	0	0	0	0	0	0	0	0	0	0		
	Appearance (Acceptable)	Yes						Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	Space & Visibility (Acceptable)	Yes						Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	Safe Work Methods Acceptable	Yes						Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Methods & Performance	Delivery Methods (Acceptable)	Yes						Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	Pickup Methods (Acceptable)	Yes						Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	DIAD Recording Skills (Acceptable)	Yes						Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	SPORH							14.24	15.82	15.82	14.24	14.24	14.24	14.24	14.24	14.24	14.24	14.24		
	Planned Day							8.64	7.15	7.15	8.64	8.64	8.64	8.64	8.64	8.64	8.64	8.64		
	Paid Day							14.03	8.00	8.00	7.42	8.00	7.15	8.00	8.64	8.64	8.64	8.64		
Over/Under Allowed							1.18	.45	.45	.49	.56	.58	.67	.76	.77	.55				
Service & Sales	Missed Packages (On-Route Only)	0						0	0	0	0	0	0	0	0	0	0	0		
	Late Air	0						0	1	0	0	0	0	0	1	0	0			
	Paid Send Agains	<2%						1.4	1.5	.9	.4	1.5	.8	1.7	0	1.1	.7			
	Missed Pick-Ups	0						0	0	0	0	0	0	0	0	0	0			
	International Origin Holds	0						0	0	0	0	0	0	0	0	0	0			
	COD Irregularities	0						0	0	0	0	0	0	0	0	0	0			
	Driver Follow-Ups	0						0	0	0	0	0	0	0	0	0	0			
	Concerns	0						0	0	0	0	0	0	0	0	0	0			
	RS Exceptions	0						0	0	0	0	0	0	0	0	0	0			
	Customer Interaction Skills (Acc)	Yes						Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			
	Sales Lead	>1						0	0	0	0	0	0	0	0	0	0			
	Attitude	A						A	A	A	A	A	A	A	A	A	A			
	Employee Initials							(b) (6), (b) (7)(C)												
	Trainer Initials							(b) (6), (b) (7)(C)												

(b) (6), (b) (7)(C)

Note: This form must be completed daily, be reviewed with the Service Provider trainee daily, and be included in the NSPT Profile.
In the event of disqualification, a copy must be submitted to the District Workforce Planning Manager.

*NSPT Commercial Letter Delivered into a Residential Center
Package Content to be Review*

TAKE CHARGE



New Sales Lead

Get it!

(Complete this section for new volume opportunities.)

Date (b) (6), (b) (7)(C) UPS Employee ID# (b) (6), (b) (7)(C)

UPS Employee Name (b) (6), (b) (7)(C)

Company Name _____

Company Address _____

City _____ State _____ Postal Code _____

Country _____

Company Contact Name _____

Contact Phone # _____

Please provide additional details regarding your knowledge of this customer.

Paul Oliver Solant

Is this customer located at a residential address? Yes ___ No ___

Does this company have a UPS account?

Check One: ☒ Yes Account # _____

☐ No

☐ Not Sure

Does the contact person listed above know they will be contacted by UPS regarding this lead? Yes ☒ No ___

Is this lead for volume that UPS has lost within the past year?

Yes ___ No ___

What UPS opportunity exists at this company?

(Check all that apply)

☒ International

☐ Air Freight

☒ Air

☐ Ocean Freight

☒ Ground

☐ UPS Customs Brokerage

☐ UPS Freight

☐ UPS Express Critical

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MarkerNET, Inc.

Joe Victor

Vice President

Phone: 330-649-9633 • Fax: 330-649-9637

Voice Mail: 866-202-3851

Email: joe@MarkerMan.com

4092 Holiday Street NW, Canton, OH 44718

SLIC: (b) (6), (b) (7)(C)
REGION: (b) (6), (b) (7)(C)
DISTRICT: (b) (6), (b) (7)(C)

AIR EXCEPTION REPORT
DELIVERY DATE: (b) (6), (b) (7)(C) 17

Print Date: (b) (6), (b) (7) 17
Print Time: 10:51
Page: 1 of 1

SUP DRIVER	GRP LATE REASON	ADDRESS	SRV LABEL	DEL TIME	CMT TIME	DISPOSITION
1	(b) (6), (b) (7)(C) Other	(b) (6), (b) (7)(C)	1DS (b) (6), (b) (7)(C)	16:07	15:00	VISI

Driver Summary:	(b) (6), (b) (7)(C)	Left Building 09:25						Commit Time Totals	
Commit Times :	08:30	09:00	09:30	10:00	10:30	11:00	11:30	Stops	Pkgs
Missed Pkgs :	0	0	0	0	0	0	0	15	23
Commit Times :	12:00	14:00	15:00	16:30	Total				
Missed Pkgs :	0	0	1	0	1				

Supervisor Group 1 Summary:								Commit Time Totals	
Commit Times :	08:30	09:00	09:30	10:00	10:30	11:00	11:30	Stops	Pkgs
Missed Pkgs :	0	0	0	0	0	0	0	15	23
Commit Times :	12:00	14:00	15:00	16:30	Total				
Missed Pkgs :	0	0	1	0	1				

SLIC (b) (6), (b) (7)(C) SUMMARY:								Commit Time Totals	
Commit Times :	08:30	09:00	09:30	10:00	10:30	11:00	11:30	Stops	Pkgs
Missed Pkgs :	0	0	0	0	0	0	0	15	23
Within 15 Minutes:	0	0	0	0	0	0	0		
After Commit Time									
Commit Times :	12:00	14:00	15:00	16:30	Total				
Missed Pkgs :	0	0	1	0	1				
Within 15 Minutes:	0	0	0	0	0				
After Commit Time									

	O J S	T A W	H L P	L T E	TOTAL HOURS			DRIVER FUNCTION HOURS								*PRK HRS	T/C CDE	OTHER WORK HOURS								SPORH		DELIVERY								PICUP		
								AM	DRV	*DBL	ON	PM	DRV	TOTL	OVER			PER CODE TYPE								W/O & WITH	PKG	PKGS	PREM	TOT	NET	S/A	TOTL	STOPS				
					FD	WORK	*ADD	PD	*OR	S/L	TRP	RD	TIME	L/S	PLAN	UNDR	*WALK	PRLD	LSRT	OTHR	CLRK	TRNG	LOAN	OTHER	HOURS	MLS	TOTL	MSD	PKGS	MSC	STP	C/C	C/C	PD	PKGS	TOT	MSD	
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(b) (6), (b) (7)(C)																																						

(b) (6), (b) (7)(C) 17
Reviewed Performance
Instructions to Sign off on Check out list & Send the Miles
Sheet

2017

(b) (6), (b) (7)(C)

~ Beat the Miles ~

ORION versus Actual

8/22/2017

MASSILLON

Route **	Driver Name	ORION	YESTERDAY				TODAY			
			Miles			% ORION TRACE	Miles		On-Road Help +/- Stops	Explanation / Notes
			ACTUAL	ORION	Actual vs ORION		Today's ORION	Actual		
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	ODO	#N/A	#N/A	#N/A	#N/A	53	65		Ran 2 misloads & went around construction. Detour
		ODO	76	70	+6	81.5%	80			
		ODO	65	55	+10	95.2%	50			
		ODO	68	64	+4	82.7%	55	50		
		ODO	51	44	+7	84.3%	48			
		ODO	29	29		95.7%	28	29		
		ODO	51	35	+16	89.3%	37			
		ODO	67	64	+3	95.7%	54	65		picked up Jackson UPS store!
		ODO	60	64	-4	90.5%	50	57		2nd AH critical care package
		ODO	61	55	+6	89.9%	56	55		
		#N/A	#N/A	#N/A	#N/A	#N/A	#N/A			
		ODO	111	117	-6	70.7%	115			
		ODO	132	111	+21	90.0%	111			

(b) (5), (b) (7)(C)
(b) (5), (b) (7)(C)
(b) (5), (b) (7)(C)

AIR EXCEPTION REPORT
DELIVERY DATE: (b) (6), (b) (7)(C) 17

Print Date: (b) (6), (b) (7) 17
Print Time: 09:40
Page: 1 of 1

SUP DRIVER	GRP LATE REASON	ADDRESS	SRV LABEL	DEL TIME	CMT TIME	DISPOSITION
1	(b) (6), (b) (7)(C) Other	(b) (6), (b) (7)(C)	EAM (b) (6), (b) (7)(C)	09:49	09:00	(b) (6), (b) (7)(C)

Driver Summary: (b) (6), (b) (7)(C)

```
Commit Times : 08:30 09:00 09:30 10:00 10:30 11:00 11:30
Missed Pkgs : 0 1 0 0 0 0 0

Commit Times : 12:00 14:00 15:00 16:30
Missed Pkgs : 0 0 0 0
```

Left Building 09:22

Commit Time Totals

Stops	Pkgs
13	13

Supervisor Group 1 Summary:

```

Commit Times :    08:30    09:00    09:30    10:00    10:30    11:00    11:30
Missed Pkgs  :         0         1         0         0         0         0         0

Commit Times :    12:00    14:00    15:00    16:30
Missed Pkgs  :         0         0         0         0

```

Commit Time Totals

Stops	Pkgs
13	13

SLIC (b) (5), (b) SUMMARY:

Commit Times :	08:30	09:00	09:30	10:00	10:30	11:00	11:30
Missed Pkgs :	0	1	0	0	0	0	0
Within 15 Minutes:	0	0	0	0	0	0	0
After Commit Time							

Commit Time Totals

Stops	Pkgs
13	13

Commit Times :	12:00	14:00	15:00	16:30
Missed Pkgs :	0	0	0	0
Within 15 Minutes:	0	0	0	0
After Commit Time				

Total	1	0
-------	---	---

SLIC:
REGION:
DISTRICT:

AIR EXCEPTION REPORT
DELIVERY DATE:

Print Date:
Print Time:
Page: 1 of 1

SUP DRIVER	GRP	LATE REASON	ADDRESS	SRV	LABEL	DEL TIME	CMT TIME	DISPOSITION
1	(b) (6), (b) (7)(C)	Other	(b) (6), (b) (7)(C)	EAM	(b) (6), (b) (7)(C)	10:47	09:00	(b) (6), (b) (7)(C)
		Other	(b) (6), (b) (7)(C)	1DA	(b) (6), (b) (7)(C)	12:18	10:30	(b) (6), (b) (7)(C)

Driver Summary:

Commit Times :	08:30	09:00	09:30	10:00	10:30	11:00	11:30
Missed Pkgs :	0	1	0	0	1	0	0
Commit Times :	12:00	14:00	15:00	16:30	Total		
Missed Pkgs :	0	0	0	0	2		

Left Building 09:22

Commit Time Totals
Stops 15
Pkgs 23

Supervisor Group 1 Summary:

Commit Times :	08:30	09:00	09:30	10:00	10:30	11:00	11:30
Missed Pkgs :	0	1	0	0	1	0	0
Commit Times :	12:00	14:00	15:00	16:30	Total		
Missed Pkgs :	0	0	0	0	2		

Commit Time Totals
Stops 15
Pkgs 23

SLIC SUMMARY:

Commit Times :	08:30	09:00	09:30	10:00	10:30	11:00	11:30
Missed Pkgs :	0	1	0	0	1	0	0
Within 15 Minutes:	0	0	0	0	0	0	0
After Commit Time							
Commit Times :	12:00	14:00	15:00	16:30	Total		
Missed Pkgs :	0	0	0	0	2		
Within 15 Minutes:	0	0	0	0	0		
After Commit Time							

Commit Time Totals
Stops 15
Pkgs 23

SLIC: (b) (6), (b) (7)(C)
REGION:
DISTRICT:

S/A & Missed
FOR DATE: (b) (6), (b) (7)(C) 17

Print Date: (b) (6), (b) (7)(C) 17
Print Time: 09:41
Page: 1 of 1

STOP ADDRESS		RES/COM STOPTIME		---- CHARGE(S) ---			
		INFO NOTICE	SHIP #	TRACKING #	TYPE	AMOUNT	TYPE DISPOSITION
(b) (6), (b) (7)(C)	08/17/17	Loop: (b) (6), (b) (7)(C)	Vehicle(s): (b) (6), (b) (7)(C)				
(b) (6), (b) (7)(C)		RES 17:40	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)			DEL Not In 2
(b) (6), (b) (7)(C)		COM 18:22	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)			DEL Missed

2017 Young Guns Competition

Date (b) (6), (b) (7)(C) 2017

Division	Center	Employee Name	Job Title	Seat Belt		Bulk Head	Record in Travel	Back First Exceptions	Backing Speed	Points Lost
				Off	Open					
SOUTH	CANTON-MASSILLON	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	0	0	0	0	0	2.2	0
SOUTH	CANTON-MASSILLON	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	0	0	0	0	0	4.2	-6
SOUTH	CANTON-MASSILLON	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	0	0	0	0	0	3.3	0
SOUTH	CANTON-MASSILLON	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	0	0	0	0	3	2.7	-15
SOUTH	CANTON-MASSILLON	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	0	0	0	0	0	3.4	0
SOUTH	CANTON-MASSILLON	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	0	0	0	0	0	2.9	0
SOUTH	CANTON-MASSILLON	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	0	0	0	0	0	3.1	0

(b) (6), (b) (7)(C) (b) (6), (b) (7)(C) is beginning back first exceptions. Explained what back first exceptions is back first exception

SUPERVISOR GROUP 1

O J S W P E	T H L A L T	TOTAL HOURS			DRIVER FUNCTION HOURS										*BRK DWN HRS	T/C PAY CD	OTHER WORK HOURS							SPORH		DELIVERY																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
		PAID	WORK	*ADD	AM PD	*OR	DRV S/L	*DBL TRP	ON ROAD	PM TIME	DRV L/S	TOTAL DRFN	PLAN	OVER UNDR			PER CODE TYPE							W/O & WITH OTHER HOURS	MILES PKG	SHTL	EST	PACKAGE TOTL MSD		PREC	PREMIUM PKGS MSC		STOP TOTL REL		NET COD CALL																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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																				(MEMO ITEMS ONLY)									
SUREPOST			TRANSPORT ULDS			SEND AGAIN				PICKUP				TOT	BEFORE	DRP	ODS	DBL TRP	SPECIAL COUNTS			TRAILER DEL & P/U			HELPER DEL & P/U				
GROSS	CNT	NUM	GROSS	HNDL	NUM	C/C	PAID	PACKAGES				STOPS		MX	1430	BOX	TOTAL	PKG	UNLD	LOAD	1-20	A-K	+70.0	DELIVERY	PICKUP	WRK	DELIVERY	PICKUP	ON
PKGS	PKGS	CNT	PKGS	PKGS	ULD	NUM	PCT	NUM	PCT	TOTL	RCV	PPD	HVL	TOT	MSD	PKG	PKG	STP	STP	STP	STP	STP	STP	STP	STP	STP	STP	STP	ROAD
S																													
M							2	.9		358	4			32			127	5					8						
T							1	.5		272	4			35			1	3			2	2		7					
W							1	.4		286	13	2		36			7	5			2	2							
T							4	1.6		291	8			35			73	6			2	2		3					
F							3	1.6		214	6			27			4	4			2	2		2					
S																													
T1							11			1421		2		165				23			8		20						
T2											35						212				8								
AV							2	1.0		284	7			33			42	4			1	1		4					
(b) (6), (b) (7)(C)																													

O T H L		TOTAL HOURS			DRIVER FUNCTION HOURS										*BRK	T/C	OTHER WORK HOURS							SPORH		DELIVERY							STOP		NET	
J	A	L	T		AM	DRV	*DBL	ON	PM	DRV	TOTAL	OVER	DWN	PAY		PER	CODE	TYPE		W/O & WITH		MILES		PACKAGE		PREMIUM										
S	W	P	E		PD	S/L	TRF	ROAD	TIME	L/S	DRFN	PLAN	UNDR	HRS	CD	*WLK	PRLD	LSRT	OTHR	CLRK	TRNG	LOAN	OTHER	HOURS	PKG	SHTL	EST	TOTL	MSD	PREC	PKGS	MSC	TOTL	REL	COD	CALL
S																																				
M	O																																			
T	O																																			
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T																																				
F	O																																			
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T1																																				
T2																																				
AV																																				

SUREPOST		TRANSPORT ULDS			SEND AGAIN				PICKUP				TOT		BEFORE		DRP		ODS		DEL TRP		SPECIAL COUNTS			(MEMO ITEMS ONLY)				TRAILER DEL & P/U				HELPER DEL & P/U																																																	
GROSS	CNT	NUM	GROSS	HNDL	NUM	C/C	PAID	PACKAGES				STOPS		TOT	MX	1430	BOX	TOTAL			UNLD	LOAD	1-20	A-K	+70.0	DELIVERY	PICKUP	WRK	DELIVERY	PICKUP	ON																																																				
PKGS	PKGS	CNT	PKGS	PKGS	ULD	NUM	PCT	NUM	PCT	TOTL	RCV	PPD	HVL	TOT	MSD	PKG	PKG	PKG	STP	PKG	STP	PKG	STP	PKG	STP	PKG	STP	PKG	STP	PKG	STP	ROAD																																																			
S																																																																																			
M								2	.8	292	35	7		13																																																																					
T								4	1.2	42	27	3		15																																																																					
W								3	1.1	90	45	2		22																																																																					
T								4	1.1	176	43	3		11																																																																					
F						1	100.0	19	5.8	74	29	2		15																																																																					
S																																																																																			
T1						1		32		674		17		76																																																																					
T2											179																																																																								
AV																																																																																			
(b) (6), (b) (7)(C)						(b) (6), (b) (7)(C)						(b) (6), (b) (7)(C)																																																																							
						33.3						6						2.0						134						35						3						15						1						2						3						4						2						1					

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(b) (6), (b) (7)(C)

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(b) (6), (b) (7)(C)

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SUPERVISOR GROUP 1

O J S W P E	T A L T	TOTAL HOURS			DRIVER FUNCTION HOURS										*BRK	T/C	OTHER WORK HOURS							SPORH		DELIVERY											
		PAID	WORK	*ADD	AM		DRV S/L	*DBL TRP	ON ROAD			PM TIME	DRV L/S	TOTAL DRFN	PLAN	OVER UNDR	HRS	DWN CD	*WLK	PRLD	PER CODE TYPE				W/O & WITH OTHER	HOURS	MILES			PACKAGE		PREMIUM		STOP		NET	
					PD	*OR			TRP	ROAD	TIME										L/S	DRFN	PLAN	UNDR			HRS	CD	*WLK	PRLD	LSRT	OTHR	CLRK	TRNG	LOAN	OTHER	HOURS
S																																					
M																																					
T		1077	1077		30				978	18		1027	911	116		06																					
W		1085	1085		17				987	15		1018	955	63		06																					
T		1057	1057		18				955	17		990	856	134		06																					
F																																					
S																																					
T1		3219								50		3035		313																							
T2			3219		65				2920			2722																									
AV		1073	1073		22				973	17		1012	907	104																							

																								(MEMO ITEMS ONLY)											
SUREPOST			TRANSPORT ULDS			SEND AGAINST				PICKUP				STOPS	TOT MX	BEFORE		DRP BOX	ODS		DEL TRP		SPECIAL COUNTS			TRAILER DEL & P/U			HELPER DEL & P/U			ON ROAD			
GROSS PKGS	CNT PKGS	NUM CNT	GROSS PKGS	HNDL PKGS	NUM ULD	C/C NUM	PAID PCT	NUM PCT	TOTL	RCV	PPD	HVL	TOT			MSD	PKG		1430 PKG	STP	TOTAL PKG	STP	UNLD	LOAD	1-20	A-K	+31.5	DELIVERY PKG	STP	PICKUP PKG	STP		WRK HRS	DELIVERY PKG	STP
S																																			
M																																			
T						1	100.0	1	.5	273	10		31			53	7																		
W						1	100.0	2	.8	283	9		31			12	4			3	2														
T						1	25.0			234	3		30			3	4																		
P																																			
S																																			
T1						3		3		790			92				15			3															
T2											22					68				2															
AV						1	50.0	1	.4	263	7		30			22	5			1															
(b) (6), (b) (7)(C)						(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)			

O J S W P E	T A L T	TOTAL HOURS			DRIVER FUNCTION HOURS								*BRK DWN HRS	T/C PAY CD	OTHER WORK HOURS							SPORH		MILES			DELIVERY				STOP		NET			
		PAID	WORK	*ADD	AM PD	*OR	DRV S/L	*DBL TRP	ON ROAD	PM TIME	DRV L/S	TOTAL DRFN			PLAN	OVER UNDR	*WLK	PRLD	LSRT	OTHR	CLRK	TRNG	LOAN	OTHER	HOURS	PKG	SHTL	EST	TOTL	MSD	PREC	PKGS	MSC	TOTL	REL	CD
S																																				
M	O	927	927		15				892	20		927	982	-56	6C							16.14	16.14	59			291			47		130	42			
T	O	903	903		22				870	12		903	965	-62	6C							18.74	18.74	54			297			61		146	60		1	
W	O	943	943		17				867	18		902	938	-36	6C					42		16.96	16.96	64			275			50	18	133	57		1	
T	O	893	893		22				853	18		893	881	13	6C							17.12	17.12	49			287			43		133	53			
F	O	927	927		22				887	18		927	993	-66	6C							15.90	15.90	80			315			35		131	49			
S																																				
T1		4593								86		4552		-207													1465				18		261		2	
T2			4593		98				4369			4759							42					306						236		673				
AV		919	919		20				874	17		910	952	-41					42			16.96	16.96	61			293			47	3	134	52			

																		(MEMO ITEMS ONLY)																
SUREPOST			TRANSPORT ULDS			SEND AGAINST				PICKUP				TOT	BEFORE		DRP	ODS	DBL TRP		SPECIAL COUNTS			TRAILER DEL & P/U			HELPER DEL & P/U			ON				
GROSS	CNT	NUM	GROSS	HNDL	NUM	C/C	PAID			PACKAGES		STOPS	MX	1430	BOX	TOTAL		PKG				1-20	A-K	+70.0	DELIVERY	PICKUP	WRK	DELIVERY	PICKUP	ROAD				
PKGS	PKGS	CNT	PKGS	PKGS	ULD	NUM	PCT	NUM	PCT	TOTL	RCV	PPD	HVL	TOT	MSD	PKG	PKG	STP	PKG	PKG	STP	UNLD	LOAD	+31.5	PKG	STP	PKG	STP	HRS	PKG	STP	PKG	STP	
S																																		
M								8	2.8	336	51	8		14			10	2			4	3												
T								5	1.7	167	34	7		17				1		10	6													
W								9	3.3	141	40	5		14			4	2			4	3												
T								5	1.7	158	36	7		13				1		5	2													
F	1							9	2.9	141	36	9		10			4	1		1	2													
S																																		
T1	1							36		943		36		68				7		24														
T2											197						18				16													
AV								7	2.5	188	39	7		13			3	1		4	3													
(b) (6), (b) (7)(C)			(b) (6), (b) (7)(C)			(b) (6), (b) (7)(C)																												

SUPERVISOR GROUP 1

O J S W P E	T A L T	TOTAL HOURS			DRIVER FUNCTION HOURS										*BRK DWN HRS	T/C PAY CD	OTHER WORK HOURS							SPORH		DELIVERY											
		PAID	WORK	*ADD	AM		DRV S/L	*DBL TRF	ON ROAD	PM TIME	DRV L/S	TOTAL DRFN	PLAN	OVER UNDR			PER CODE TYPE							W/O & WITH OTHER	HOURS	MILES			PACKAGE			PREMIUM		STOP		NET	
					PD	*OR											*WLK	PRLD	LSRT	OTHR	CLRK	TRNG	LOAN			PKG	SHTL	EST	TOTL	MSD	PREC	PKGS	MSC	TOTL	REL	COD	CALL
S																																					
M	O	763	763		25				728	10		763	821	-58		5C								16.62	16.62	51		244		31		105	36				
T	O	800	783		20				762	18		800	867	-67		6C								17.98	17.98	49		242		44		123	29	1			
W	O	825	825		25				752	7		783	881	-98		6C						42		18.62	18.62	49		299		47	1	124	41	1			
T		823	823		20				747	15		782	878	-97		6C						42		18.74	18.74	51		280		42		127	40				
F	O	800	780		22				768	10		800	855	-55		6C								17.45	17.45	51		288		52		122	50	1			
S																																					
T1		4011								60		3928		-375														1353		1			196	3			
T2			3974		112				3757			4302							84						251				216			601					
AV		802	795		22				751	12		786	860	-75					42					17.89	17.89	50		270		43		120	39				

																				(MEMO ITEMS ONLY)									
SUREPOST			TRANSPORT ULDS			SEND AGAINST				PICKUP				TOT	BEFORE		DRP	ODS	DBL TRP		SPECIAL COUNTS			TRAILER DEL & P/U			HELPER DEL & P/U		
GROSS	CNT	NUM	GROSS	HNDL	NUM	C/C	PAID	PACKAGES				STOPS		MX	1430	BOX	TOTAL	UNLD	LOAD	1-20	A-K	+70.0	DELIVERY	PICKUP	WRK	DELIVERY	PICKUP	ON	
PKGS	PKGS	CNT	PKGS	PKGS	ULD	NUM	PCT	NUM	PCT	TOTL	RCV	PPD	HVL	TOT	MSD	PKG	PKG	STP	PKG	STP	PKG	STP	PKG	STP	HRS	PKG	STP	ROAD	
S																													
M						1	100.0	2	.8	209	30	24		16			2		6	4									
T								4	1.7	156	24	7		14			4	2	3	3									
W										155	17	6		16				2	2	3									
T								3	1.1	144	22	4		13			2		2	3									
F								2	.7	189	31	7		12			8	1		1									
S																													
T1						1		11		853		48		71			9		13										
T2											124						12			14									
AV						25.0		2	.8	170	24	9	(b) (6), (b) (7)(C)	14		2	1		2	2									
(b) (6), (b) (7)(C)						(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)		BORROWED FROM			(b) (6), (b) (7)(C)			(b) (6), (b) (7)(C)													

G T H L		TOTAL HOURS			DRIVER FUNCTION HOURS										*BRK	T/C	OTHER WORK HOURS							SPORH		DELIVERY										
J A L T		AM	DRV	*DBL	ON	PM	DRV	TOTAL	OVER	DWN	PAY		PER CODE TYPE							W/O & WITH	MILES	PACKAGE	PREMIUM	STOP	NET											
S W P E	PAID	WORK	*ADD	PD	*OR	S/L	TRP	ROAD	TIME	L/S	DRFN	PLAN	UNDR	HRS	CD	*WLK	PRLD	LSRT	OTHR	CLRK	TRNG	LOAN	OTHER	HOURS	PKG	SHTL	EST	TOTL	MSD	PREC	PKGS	MSC	TOTL	REL	COD	CALL
S														35										NOT SCHEDULED												
M														35										(b) (6), (b) (7)(C)												
T														35																						
W														35																						
T														35																						
F														35																						
S																																				
T1																								NOT SCHEDULED												
T2																																				
AV																																				

																							(MEMO ITEMS ONLY)													
SUREPOST			TRANSPORT ULDS			SEND AGAINST				PICKUP				TOT	BEFORE		DRP	ODS	DBL TRP		SPECIAL COUNTS			TRAILER DEL & P/U				HELPER DEL & P/U								
GROSS	CNT	NUM	GROSS	HNDL	NUM	C/C		PAID			PACKAGES		STOPS	TOT	MX	1430	BOX	TOTAL		PKG				DELIVERY	PICKUP	WRK	DELIVERY	PICKUP	ON							
PKGS	PKGS	CNT	PKGS	PKGS	ULD	NUM	PCT	NUM	PCT	TOTL	RCV	PPD	HVL	TOT	MSD	PKG	PKG	STP	PKG	STP	UNLD	LOAD	1-20	A-K	+31.5	PKG	STP	PKG	STP	HRS	PKG	STP	PKG	STP	ROAD	
S																																				
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(b) (6), (b) (7)(C)																																				
(b) (6), (b) (7)(C)																																				
(b) (6), (b) (7)(C)																																				
(b) (6), (b) (7)(C)																																				



Service Provider Trainee Progress Review
New Service Provider Training Profile for:

(b) (6), (b) (7)(C) (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)

Center Qualification - D

Element	Expected Results	11	12	13	14	15	16	17	18	19	20	Overall Results	Disqualification Reasons/Check All That Apply
Safety & Appearance													
Injuries	0	0	0	0	0	0	0	0	0	0	0		
Accidents	0	0	0	0	0	0	0	0	0	0	0		
Attendance (Absent or Late)	0	0	0	0	0	0	0	0	0	0	0		
Appearance (Acceptable)	Yes												
Space & Visibility (Acceptable)	Yes												
Safe Work Methods Acceptable)	Yes												
Methods & Performance													
Delivery Methods (Acceptable)	Yes												
Pickup Methods (Acceptable)	Yes												
DIAD Recording Skills (Acceptable)	Yes												
SPORH		11.18	12.20	12.56	17.46	15.8	16.79	16.6	17.18	15.46	17.72		
Planned Day		7.82	9.65	9.56	8.61	9.23	11.22	10.05	10.13	8.92	9.84		
Paid Day		7.27	9.03	9.48	8.23	7.67	11.73	11.00	10.47	8.50	10.10		
Over/Under Allowed		-5.6	-2.2	-2.6	12	-1.2	.07	.25	.51	-4.2	2.6		
Service & Sales													
Missed Packages (On-Route Only)	0	0	0	0	0	0	0	0	0	0	0		
Late Air	0	0	0	16	0	0	0	0	0	0	0		
Paid Send Agains	<2%	1.8	1.7	3.3	1.7	1.9	3	3	9	2	4		
Missed Pick-Ups	0	0	0	0	0	0	0	0	0	0	0		
International Origin Holds	0	0	0	0	0	0	0	0	0	0	0		
COD Irregularities	0	0	0	0	0	0	0	0	0	0	0		
Driver Follow-Ups	0	0	0	0	0	0	0	0	0	0	0		
Concerns	0	0	0	0	0	0	0	0	0	0	0		
RS Exceptions	0	0	0	0	0	0	0	0	0	0	0		
Customer Interaction Skills (Acc)	Yes												
Sales Lead	>1	0	0	0	0	0	0	0	1	0	0		
Attitude	A												

Overall Progress Review Schedule

NSPT Load Trainer	On-Road Trainee	Package Division Manager
Signature & Date	Signature & Date	Signature & Date
NSPT On-Road Trainer	Business Manager	
Signature & Date	Signature & Date	

Note: This form must be completed daily, be reviewed with the Service Provider trainee daily, and be included in the NSPT Profile.
In the event of disqualification, a copy must be submitted to the District Workforce Planning Manager.

2.50 601-110A

Day 2 – In-Class – UPS Uniform and Personal Appearance Guidelines

A professional appearance greatly impacts the way our customers view us and how our employees interact on the job. We require all employees—those who wear UPS-issued uniforms or those who wear their own personal clothing—to maintain a professional appearance that is appropriate for their work environment.

-UPS Policy Book

The UPS Uniform and Personal Appearance Guidelines represent the practical application of our company policy. The guidelines were developed to ensure that the appearance of all UPS people who meet the public while on the job reflect qualities that are part of our high standards of service and professionalism. Although the guidelines generally reflect UPS's company policy, some areas of the country may adhere to different standards as a result of collective bargaining, well established local practices, or the grievance process. Each UPSer who wears a UPS uniform is responsible for thoroughly reviewing and practicing the applicable uniform and appearance guidelines.

UNIFORM

- The complete uniform must be worn while on duty. Only designated uniform items are acceptable. Uniforms issued by UPS are to be returned to UPS upon conclusion of employment with UPS or upon UPS request.
- The uniform is not to be worn off UPS premises while off duty, or for personal use, except in those areas where a practice exists allowing a uniform to be worn to and from work. The uniforms issued are UPS property. Uniforms may not be sold, loaned, or given to any individual or organization.
- It is the responsibility of the employee to whom the uniform is issued, to be kept and maintained in accordance with current UPS uniform guidelines, and stored securely at all times.
- All uniform parts should be in good condition (no tears, frayed collars, etc.).
- Shoes must be black or brown only and of polishable leather. Shoes should be sturdy, slip resistant, and kept in a clean and polished condition.
- Undergarments that are visible shall be solid white or brown and should not extend beyond the sleeves of the shirt.
- Long pants must be worn with black or brown socks.
- Uniform shorts can only be worn with the new UPS logo socks.
- No long sleeve shirts with shorts

HAIRSTYLE

MEN

- Hairstyles should be worn in a businesslike manner.
- Hair should not cover any part of the eyes.
- Hair should not extend below the upper half of the ear, nor below the top of the shirt collar in the back.
- Sideburns must be neatly trimmed and should not extend below the bottom of the ear.
- A mustache must be neatly trimmed and should not extend below the corners of the mouth.
- Except for mustaches described above, employees are to be clean shaven.
- Body piercing and tattoos must not be visible.
- Appropriate jewelry may be worn such as a watch and ring
- Visible orthopedic braces or other support devices must be professional in appearance.

WOMEN

- Hairstyles should be worn in a businesslike manner.
- Hair should not cover any part of the eyes.
- The length of any hairstyle should not extend beyond the shoulders.
- Hair longer than shoulder length must be worn up, in a style such as a twist or a knot.
- Body piercing (except for post-type earrings which can be worn in both ears. Only one earring per ear is permitted) and tattoos must not be visible.
- Appropriate jewelry may be worn such as a watch and ring.
- Visible orthopedic braces or other support devices must be professional in appearance.

I have read and thoroughly understand the UPS Personal Appearance Guidelines.

Service Provider Trainee Signature **(b) (6), (b) (7)(C)** Date **(b) (6), (b) (7)(C)** 17

NSPT Lead Instructor Signature _____ Date _____

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Day 2 – In-Class – Tampering Policy

Except for specifically assigned employees, no employee shall open a parcel for any reason, or place his/her hand into any opened or damaged parcel for any reason. Any such act shall be considered tampering with merchandise, and will be grounds for termination of employment.

Any opened, exposed, damaged, or apparently pilfered parcel shall be removed from the immediate work area when sighted, placed in a safe area by the employee, and brought to the attention of his/her supervisor or any management person at the first opportunity. The supervisor will then determine, upon investigation, the proper disposition of the parcel. Only specifically assigned personnel may inspect, examine, or inventory the contents of such parcels.

A supervisor may, at times, direct an employee to assist in the collection of any loose or spilled merchandise that is brought to his/her attention, to prevent loss thereof.

No opened, exposed, damaged, or apparently pilfered package shall be loaded into any feeder, sorted, or unloaded.

Under NO circumstances should any employee place an item in their pocket or conceal merchandise on their person. Any such act will be grounds for separation from employment since tampering is tantamount to theft.

I have read and thoroughly understand the UPS Tampering Policy.

Service Provider Trainee Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

17

NSPT Lead Instructor Signature _____

Date _____

Day 2 – In-Class – Personal Use of the UPS Delivery System

Any UPS employee placing parcels into the UPS delivery system will be treated like any other customer. All parcels must be properly documented and normal and customary charges must be paid.

Shipping of parcels without paying the proper shipping charges is considered theft of company money.

Any employee shipping parcels for themselves or others without paying the proper shipping charges is committing an act of dishonesty and will be subject to disciplinary action up to and including discharge.

Gambling Policy

The UPS Policy Book states, "We prohibit gambling," the holding of raffles, solicitations, and similar activities on company time or premises. At best, these are un-businesslike activities and inappropriate on the job. They also place our people under improper pressure to spend or contribute money.

Any employee who, while on duty, shows disregard for company rules and supervisory direction by taking part in any form of gambling, holding raffles, football cards, soliciting and similar activities will be subject to disciplinary actions.

I have read and thoroughly understand the Personal Use of the UPS Delivery System Policy and the UPS Gambling Policy.

Service Provider Trainee Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

17

NSPT Lead Instructor Signature _____

Date _____

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Day 2 – In-Class – Space & Visibility Training

To be completed by On-Car Trainer/NSPT Lead Instructor

New Service Provider Trainee: _____

Center: _____

Date: ____/____/____

Observation: _____

Areas of Strength:

Areas of Development:

Explanation:

New Service Provider Response:

Commentary: Time: _____ Area: _____

Drill:

New Service Provider Attitude toward Training:

New Service Provider Application of Training:

Comments:

QUESTIONS

Yes

No

- 1) Did the New Service Provider accept and apply this training? ☐ Yes ☐ No
- 2) Does the New Service Provider feel he/she will become a better driver using this training? ☐ Yes ☐ No
- 3) Does the New Service Provider know the four major areas of concentration as illustrated by your training?
(intersections, traffic lights, motorists/pedestrians, use of mirrors) ☐ Yes ☐ No
- 4) Did the Service Provider Trainee use the seat belt consistently? ☐ Yes ☐ No

- 5) What additional training do you recommend the New Service Provider be given?

Service Provider Trainee Signature _____

Date _____

NSPT Trainer Signature _____

Date _____

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Day 3 – In-Class – Space & Visibility Training

To be completed by On-Car Trainer/NSPT Lead Instructor

New Service Provider Trainee: _____

Center: _____

Date: ____/____/____

Observation: _____

Areas of Strength: _____

Areas of Development: _____

Explanation: _____

New Service Provider Response: _____

Commentary: Time: _____ Area: _____

Drill: _____

New Service Provider Attitude toward Training: _____

New Service Provider Application of Training: _____

Comments: _____

QUESTIONS

Yes

No

6) Did the New Service Provider accept and apply this training?

☐☐

7) Does the New Service Provider feel he/she will become a better driver using this training?

☐☐

8) Does the New Service Provider know the four major areas of concentration as illustrated by your training?
(intersections, traffic lights, motorists/pedestrians, use of mirrors)

☐☐

9) Did the Service Provider Trainee use the seat belt consistently?

☐☐

10) What additional training do you recommend the New Service Provider be given?

Service Provider Trainee Signature _____

Date _____

NSPT Trainer Signature _____

Date _____

Day 4 – In-Class – Locked Car Certification

Ignition keys must be removed and the vehicle properly secured at all stops.

The rear door of your vehicle must be locked at all times.

The bulkhead door is to be locked ANY TIME the Service Provider is not in the rear of the package car, including when the vehicle is being driven. This includes deliveries in Driver Release areas.

The safety chain in vehicles with overhead doors must be used to and from your delivery area. If the safety chain is part of the locking mechanism, it must be used at all times.

Never leave packages in the cab of the package car. There is a greater chance of break in if there are packages in the cab.

It is the responsibility of each Service Provider to inspect the locks on his/her package car each morning prior to leaving the building. Any locks not in working order should be reported to your supervisor immediately. If the shop cannot repair the lock(s) prior to dispatch, the locks must be written up that evening on the Driver Vehicle Inspection Report (DVIR).

Service Providers are responsible for integrity of the locks on their package cars. Locks should not be altered in any way that reduces effective operation. For example, stuffing bulkhead doors with paper, sticks, etc. may reduce effective operation. Service Providers should be careful not to damage locks. No Service Provider should leave a key in a lock while opening the roll-up back door.

I have read and understand the UPS Locked Car Certification procedures.

Service Provider Trainee Signature **(b) (6), (b) (7)(C)**

Date **(b) (6), (b) (7)(C)** -17

NSPT Lead Instructor Signature _____

Date _____

Day 4 – In-Class – Driver Release Certification

Deliver packages by the Driver Release procedure, without obtaining a signature, using the following guidelines:

Characteristics of Driver Release Stops

- Driver Release stops must be residential (commercial deliveries require signatures)
- Packages for a residential or in-home business not open to the public may be Driver Released when this is the customer's preference
- Driver Release stops must be to single-family dwellings (duplexes, condominiums, mobile homes, and townhouses with private entrances may be Driver Released when safe)
- Apartments may not be Driver Released
- Driver Release stops must be in an area approved for Driver Release (non-approved areas will be indicated on DIAD)

Certain types of packages must not be Driver Released:

Prohibited Packages

- Controlled high-risk packages (a signature by the consignee must be obtained)
- Obvious high-risk packages, such as computers, watches, and fine jewelry (if the package is recognizable as high-risk, a signature by the consignee must be obtained)
- Adult Signature Required packages

Guidelines for Releasing Packages

- Packages must be left out of sight of the passing public and neighbors
- Packages must be protected from inclement weather (Driver Release bags should be used as needed to keep packages out of weather)
- Packages must be left in a location consistent with the customer's preference (the better your communication with the customer, the more likely you are to know where the customer wants packages to be left)
- Packages must be easy to find
- Leave packages along the customer's daily walk path when possible
- Use an InfoNotice to inform the customer of the package location (if it is out-of-the-ordinary or not along the daily walk path)
- Address corrected packages may be Driver Released after verifying the correct consignee (Verification is the Service Provider's responsibility)
- When packages are placed inside storm or screen doors, the door must be securely closed and caution must be used to protect the door from damage

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Day 4 – In-Class – Driver Release Certification (con't.)

- Special care should be taken with multiple-package deliveries to ensure that all packages are out of sight, out of weather, and in a safe release location in keeping with the customer's preference
- Packages must not be placed in mailboxes
- Never release a package in an unsafe location
- Get signatures for other deliveries, including indirect deliveries

I have read and understand the UPS Driver Release Certification procedures.

Service Provider Trainee Signature **(b) (6), (b) (7)(C)**

Date **(b) (6), (b) (7)(C)** -17

NSPT Lead Instructor Signature _____

Date _____

Day 4 – In-Class – Driver Follow-up (DFU) Certification

Driver Follow-up is a form that allows Service Provider to obtain and record delivery receipt from consignee, for package(s) that have been reported as not-delivered by the consignee.

Service Provider's Interview of the Consignee

1. Review the delivery and follow-up facts. Ask the following questions:
 - Verify the delivery stop location to the address on the DFU.
 - Visualize where you left the package.
 - Could the package have been misdelivered?
 - Are there similar addresses near the delivery?
 - Who is the package from?
 - What day was the package delivered?
2. Record the Driver Follow-up in your DIAD.
3. Make contact with the original consignee.
 - Take a positive approach
 - Be confident
 - Be friendly
 - Be businesslike
4. Review with the consignee the delivery in question:
 - Date of delivery
 - Company name
 - Contents of package (if available)
 - Where package was left
 - Any other pertinent information (order #, invoice #, color, size, etc.)
5. In a friendly, business like manner ask the following questions:
 - Did you receive the package, but have some other problem with the delivery? (such as shortage, quality, damage, price, etc.)
 - Did you receive a package that contained a different order?
 - Are there other members of the household who could have received the package(s)? (children, spouse, baby-sitter, etc.)
 - Offer to return on the following day, to provide the consignee the appropriate follow-up time, if necessary
 - Discuss with the consignee where you will release packages on future deliveries

Day 4 – In-Class – Driver Follow-up Certification, cont.

6. If the consignee acknowledges receipt of the delivery in question:
 - Have the consignee sign the Driver Follow-up, as noted in the "Positive Response" section
 - Print the consignee's name on the DFU form
 - Obtain consignee's phone number, if it is not listed on the Follow-up
 - Apologize for the inconvenience
 - Thank consignee for his/her time
7. If the consignee denies receipt of the delivery in question:
 - Have the consignee sign the Driver Follow-up, as noted in the "Negative Response" section
 - Write the consignee's name
 - Obtain consignee's phone number, if not listed on the Follow-up
 - Discuss where you will release packages on future deliveries
8. If neither a positive or a negative response is obtained:
 - Complete the Driver Follow-up, noting the exception (i.e., Consignee moved, unable to contact, Package picked up and RTS, Consignee refuses to answer, Unable to contact consignee)
9. If consignee is not in:
 - Leave an InfoNotice, and contact the neighbors to determine when the consignee is likely to be home
 - Attempt to make telephone contact with the consignee to schedule a face-to-face visit and interview
10. Turn in the completed Follow-up

I have read and understand the UPS Driver Follow-up Certification procedures.

Service Provider Trainee Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

-17

NSPT Lead Instructor Signature _____

Date _____

Day 4 – In-Class – High-Risk Packages Pickup Procedures

Maintaining the security of high-risk packages is a critical component of our business. In order to do so, follow the pickup procedures outlined below.

High-risk packages have special controls for the following reasons:

1. Reduces loss or damage due to less handling.
2. Eliminates the possibility of high-risk packages being released without a signature.
3. Reduces losses of high-risk send-agains.
4. Enhances accountability for high-risk packages.

Pickup Procedures

- All pickup packages with a declared value of \$1,000 or more must be reviewed for proper packaging and labeling by the Service Provider
- Inspect all high-risk packages for legible shipper number, legible consignee address, correct return address and double labels
- The label on the package must match the pickup record
- The Service Provider should check the pickup record and compare it with the tracking number on the package to verify that the high-risk package is actually being picked up
- The Service Provider should initial any pickup record with a package valued at \$1,000 or more (this will indicate that the package has been audited as described above)
- High-risk packages must be segregated in the pickup load and brought to a management person for inspection and signature
- Take the pickup record and the high-risk packages of \$1,000 or more to a center supervisor, manager, or security representative for inspection and sign-off
- Never leave high-risk packages unattended

Your help and cooperation is needed to control high-risk packages and reduce claim expense.

I have read and understand the High-Risk Package Pickup procedures.

Service Provider Trainee Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

17

NSPT Lead Instructor Signature

Date

Day 4 – In-Class – High-Risk Packages Delivery Procedures

Maintaining the security of high-risk packages is a critical component of our business. In order to do so, follow the delivery procedures outlined below.

High-risk packages have special controls for the following reasons:

1. Reduces loss or damage due to less handling.
2. Eliminates the possibility of high-risk packages being released without a signature.
3. Reduces losses of high-risk send-agains.
4. Enhances accountability for high-risk packages.

Delivery Procedures

- Management and Service Providers must sign for high-risk packages prior to delivery to ensure control and awareness of these packages
- All controlled high-risk packages must be delivered to the consignee address on the package only
- It's very important that the Service Provider is aware of high-risk packages so they DO NOT Driver Release, Indirect, or Misdelaiver these packages
- Service Providers should not deliver address-corrected high-risk packages. These packages must be returned to the center manager
- If a high-risk package cannot be delivered, it must be returned to the supervisor and notations made on the high-risk control log
- The following day the package will again be controlled on the high-risk control log
- The control log must be signed every time it changes hands

It is very important that we follow these control procedures in order to reduce our losses. You are responsible for following these procedures every time you deliver high-risk packages. There are NO exceptions.

I have read and understand the High-Risk Package Delivery procedures.

Service Provider Trainee Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

17

NSPT Lead Instructor Signature _____

Date _____

Day 4 – In-Class – Collect on Delivery (C.O.D) Handling Procedures

The purpose of the C.O.D. Handling Procedures is to provide quality C.O.D. services, maintain employee safety at UPS and minimize loss.

Action

Audit the instructions box on the C.O.D. tag or on the bottom of thermal shipping label. If there is nothing there, the consignee can pay with a check made out to the shipper as shown on the C.O.D. tag or on the label. The address on the check must agree with the delivery address on the C.O.D. tag or the label. All checks must be signed, the written dollar amount must match the numeric amount, and the date must be current. Post-dated, out-of-state or out-of-country checks cannot be accepted.

Note: Checks previously endorsed (known as third party checks) are not acceptable.

C.O.D. Procedure

Progressive turn-in: Complete the recording of the package. If the receiver is preparing a check and there are no special instructions on the C.O.D. tag, indicate "check" in your DIAD.

Accept the payment from the receiver. Obtain signature. All collections must be made prior to releasing the parcel(s) to the consignee. Invoices attached externally may be made available to the receiver; however, packages cannot be opened or left before the collection is concluded.

Payment by check: After verifying that the address and amount match the C.O.D. tag(s) or shipping label, confirm that the date is current, and it is made payable to the customer who shipped the package. Check for a signature on the check. If check is made out improperly, ask the customer to void the check and write a new one. Do not accept a check with missing or incorrect information.

Note: When accepting a check, it is the responsibility of the person making the collection to collect a check that appears to be, to a reasonable person, an acceptable instrument for payment, which is a check that does not appear to be fraudulent.

If the validity of the check is questionable, explain to the customer that special approval is needed before accepting this type of check. Leave immediately and contact your supervisor for instructions. Do not leave the package.

Day 4 – In-Class – C.O.D. Collection Certification

I understand my responsibilities related to the procedures stated below.

Responsibilities:

DIAD entry instructions

C.O.D. calculate screen use

Check or no instructions

No post-dated checks

No third party checks

Progressive turn-in responsibilities

No out-of-state or out-of-country checks

Payment by check responsibilities

Collections made prior to opening or releasing package

Initials

(b) (6), (b) (7)(C)

I certify that I have been trained and have a clear understanding of my job responsibilities regarding C.O.D. collections.

Service Provider Trainee Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

17

NSPT Lead Instructor Signature _____

Date _____

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Day 4 – In-Class – Single Package C.O.D.'s Over \$10,000 Certification

This certification should be conducted annually to ensure that all Service Providers as well as customer counter personnel understand the current UPS policy on C.O.D.'s in excess of \$10,000.

UPS does accept single package C.O.D.'s in excess of \$10,000, but UPS will only accept a single check or monetary instrument for a single C.O.D. in excess of \$10,000.

For example, a C.O.D. tag for \$12,000, you must take only ONE check (or ONE money order/cashier's check) in exchange for the package.

Any violation of this policy creates additional work for you as well as a potential \$25,000 fine.

Your signature indicates that you understand the current UPS policy on single packages C.O.D.'s in excess of \$10,000.

Service Provider Trainee Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

17

NSPT Lead Instructor Signature _____

Date _____

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Day 4 – In-Class – Space & Visibility Training

To be completed by On-Car Trainer/NSPT Lead Instructor

New Service Provider Trainee: _____

Center: _____

Date: ____/____/____

Observation: _____

Areas of Strength:

Areas of Development:

Explanation:

New Service Provider Response:

Commentary: Time: _____ Area: _____

Drill:

New Service Provider Attitude toward Training:

New Service Provider Application of Training:

Comments:

QUESTIONS

Yes

No

1) Did the New Service Provider accept and apply this training?

☐☐

2) Does the New Service Provider feel he/she will become a better driver using this training?

☐☐

3) Does the New Service Provider know the four major areas of concentration as illustrated by your training?
(intersections, traffic lights, motorists/pedestrians, use of mirrors)

☐☐

4) Did the Service Provider Trainee use the seat belt consistently?

☐☐

5) What additional training do you recommend the New Service Provider be given?

Service Provider Trainee Signature

Date _____

NSPT Trainer Signature

Date _____

Day 5 – Service Provider Trainee Acknowledgements

The following guidelines must be understood and adhered to at all times during and after the Center Qualification period. Service Provider trainees must now fully understand these guidelines and follow these procedures as outlines. NSPT Lead Instructor should be notified if additional training is required in any of the following areas. Service Provider trainee should not begin Center Qualification, unless full understanding of these guidelines is acknowledged.

Safety

I hereby acknowledge that I am expected to follow safety instructions provided to me through the Safe Work Methods and Space & Visibility Training programs at all times. Cell phones, DIAD, and other handheld devices should not be used while driving.

Service Commitments

I hereby acknowledge that I am expected to meet all service commitments set forth by my Center Management.

Work Measurements and Standards

I hereby acknowledge that my performance is measured daily according to a series of work measurement standards. These standards collectively determine my daily Planned Hours and I am expected not to exceed this plan.

340 Methods and Procedures

I hereby acknowledge that I fully understand my responsibility to learn and apply the 340 Methods (Service Provider Delivery and Pickup Methods). I also acknowledge that I am obligated to follow these methods at all times.

Stop Recording Procedures

I hereby acknowledge that I fully understand the proper Stop Recording Procedures, as described in the 340 Methods manual. I also acknowledge that I am obligated to follow these recording procedures at all times.

Service Provider Trainee Progress Review

I hereby acknowledge that my individual progress will be monitored and reviewed through the "Service Provider Trainee Progress Review" daily.

Service Provider Trainee Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

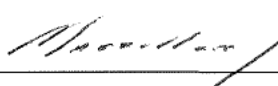
17

NSPT Lead Instructor Signature _____ Date _____

Center Qualification Training



Service Provider Trainee Name: (b) (6), (b) (7)(C)

Center Name / SLIC:  (b) (6), (b) (7)(C)

On-Road Trainer Name: (b) (6), (b) (7)(C)

Business Manager Name: (b) (6), (b) (7)(C)

Package Division Manager Name: (b) (6), (b) (7)(C)

Center Qualification Training Start Date: (b) (6), (b) (7)(C)

Employee ID: (b) (6), (b) (7)(C)

Safety Mentor Name: (b) (6), (b) (7)(C)

Day 1 – Instructions to the Center Management Team

The Center Management Team must fully comply with the following "NSPT – Center Qualification" guidelines.

- 1) The On-Road Trainer(s) must be certified in the following areas:
 - a. OJS / OJT
 - b. Hazardous Materials
 - c. Sales Lead / Services
 - d. QIP Roadmap
 - e. POST
- 2) The On-Road Trainer(s) must follow the "Center Qualification Overview" exactly as outlined on the next page.
- 3) The On-Road Trainer(s) must also follow daily Center Qualification Overviews, and must complete the required forms.
- 4) The On-Road Trainer(s) must complete the "Service Provider Trainee Progress Review" daily.
- 5) The On-Road Trainer(s) must discuss the "Service Provider Trainee Progress Review" with trainee(s) daily.
- 6) In the event of trainee disqualification, the "Disqualification Reason(s)" section of the "Service Provider Trainee Progress Review" form must be accurately completed.

NSPT Lead Instructor Signature

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Date _____

On-Road Trainer #1 Signature

(b) (6), (b) (7)(C)

Date (b) (6), (b) (7)(C) 17

On-Road Trainer #2 Signature _____

Date _____

Business Manager Signature

(b) (6), (b) (7)(C)

Date (b) (6), (b) (7)(C) 17

Package Division Manager Signature

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Date (b) (6), (b) (7)(C) 17

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Center Qualification Overview

	Days	Dispatch	Training Materials	Training Day Overview
Center Qualification	1 QMP	4.00 – 5.00 Hours	On-Road Safety Review Distracted Driving Procedure	A qualified management person (QMP) accompanies the trainee while on road. The training ride should focus on area knowledge and practice/repetition of skills acquire in the New Service Provider Training (NSPT).
	2 SPT	6.00 – 6.50 Hours	Safe Work Methods Review	A certified Service Provider Trainer (SPT) accompanies the trainee while on road.
	3	6.00 – 6.50 Hours	Delivery/Pickup Methods Evaluation Space and Visibility	A certified Service Provider Trainer (SPT) accompanies the trainee while on road.
	4	6.00 – 6.50 Hours	PM Quality Review	The trainee delivers alone. There should be planned contact with a trainer during the day to clear up any areas of confusion and ensure that service commitments are met.
	5		AM Quality Review	
	6	8.00 Hours	Space and Visibility Safe Work Methods	The trainer accompanies the trainee. The trainer should evaluate progress to date and introduce the trainee to the new area, bringing the dispatch to 8.00 hours.
	7		Delivery/Pickup Methods Evaluation	
	8	8.00 – 8.50 Hours	PM Quality Review	The trainee delivers alone.
	9		AM Quality Review	
	10		On-Area Observation In Depth Progress Review	
	11		Scan Check Audit Virtual OJS	
	12		Review Scan Check Audit	
	13	8.00 – 8.50 Hours	Delivery/Pickup Methods Evaluation Space and Visibility	A trainer accompanies the trainee.
	14	8.00 – 8.50 Hours	AM Quality Review	The trainee delivers alone.
	15		PM Quality Review	
	16		Scan Check Audit	
	17		Review Scan Check Audit On-Area Observation	
	18	8.00 – 8.50 Hours	Manager Ride	The manager accompanies the trainee on either the 18 th or 19 th day.
	19			
	20	8.00 – 8.50 Hours	Space and Visibility Safe Work Methods Seniority Approval Form	The trainer completes a final ride with trainee and verifies that the trainee has made acceptable progress in all areas.

Day 1 – Center Qualification – Overview

AM – Prior to Employee Start time

- Follow up with preload supervisor or look at Dispatch Management System (DMS), in PAS sites only, for appropriate stop count (range between 6.00 and 6.50 hours)

AM – At Employee Start time

- Introduce Service Provider to the business manager and office staff and PTPCS
- Tour the center – introduce Service Provider to preloader and preload supervisor.
- Introduce Service Provider to CHSP committee members and Safety Mentor
- Provide center telephone numbers and center contacts to Service Provider
- Review Emergency Evacuation Procedure
- Show the Service Provider their Training Profile, review briefly what activities and training will occur during the pre-seniority period

Demonstrate Inside AM routine

- Gather supplies
- Check appearance
- PCM – Introduce the new Service Provider to the workgroup
- Observe the employee's pre-trip routine
- Determine first 5 stops with the Service Provider

On-Road

- During the drive to the delivery area
- Make small talk to relax the Service Provider
- When appropriate, have Service Provider give the 10-Point Commentary
- Review 5 Seeing Eye Habits
- Review Next Day Air commit time
- Demonstrate 340 Methods delivery first 5-10 stops
- Record observations and trainings provided
- Give commentary on 340 Methods
- Service Provider delivers 10-15 stops
- Give commentary on 340 Methods
- Review Space and Visibility between stops
- Review Safe Work Methods as Service Provider delivers
- Complete the On Road Safety Review form
- Review the UPS Distracted Driving Process
 - o Roster the driver for training code: 1904

Day 1 – Center Qualification – Overview, cont.

LUNCH

- Review morning activities
- Answer any questions
- Discuss afternoon agenda

On-Road

- Service Provider delivers 10-20 stops
- Review then demonstrate pickup methods completing 5-10 pickups
- Service Provider completes the remainder of pick ups
- Service Provider drives from area

Demonstrate Inside PM routine

- Air recovery/procedures
- Clerk area and personnel
- PM turn in area
- Introduce Service Provider to PM office staff and PTPCS
- Answer any questions

Complete and Review the "New Service Provider Trainee Progress Review" form.

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Safety Review

Hazardous Materials Packages	Training Provided	Proficiency Demonstrated
<i>Pre-trip</i>		
Checks pouch in cab for current shipping papers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Scans load to confirm proper loading of visible Hazmat packages</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Verifies current copy of Emergency Response Guide is in cab</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Delivery of hazardous material packages</i>		
Locates the diamond hazardous material label and shipping papers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Verifies package is intact and not leaking	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Removes shipping paper from pouch at delivery	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ensures Hazmat packages remain secured and braced	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Pickup of hazardous material packages</i>		
<i>Verifies customer is contract Hazmat shipper ("H" in Pickup Account Field)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Verifies all information on shipper certification</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Verifies package info matches shipper certification</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Knows to pull shipping papers for accounts with multiple Service Providers /1 manifest</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Loading hazardous material packages</i>		
Loads with orientation arrows up	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Loads flat on floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stacks no more than waist high	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Blocks and braces with non-hazardous materials packages	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Separates different hazardous classes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does not accept more than 1,000 pounds of Hazmat pkgs (Excluding ORM/DOT-E)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Leaking package</i>		
Never delivers/picks up leaking package	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knows not to touch a leaking hazardous material package	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knows to secure the vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knows to notify supervisor	<input type="checkbox"/>	<input checked="" type="checkbox"/>

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Safety Review, cont.

	Training Provided	Proficiency Demonstrated
Emergency Exit		
Knows location of nearest emergency exit	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knows evacuation signal	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knows evacuation route from work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knows location of assembly point	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Conveyor Securing / Lockout (Where applicable)		
Understands the procedure to break a jam	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Understands the procedure to move a diverter	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Understands the procedure to walk off a belt	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Understands not to attempt running machinery that is locked out	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Over 70 lbs. and Incompatible Packages		
Recognizes the Over 70-Pound package	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Make appropriate use of information on Preload Communication Card	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Correctly evaluates the delivery or pickup alternatives	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gets help when needed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Uses appropriate lifting aids	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Leverages the heavy package	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Loads the Over 70 or incompatible on floor at pickup	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments:

All items reviewed and discussed

Service Provider Trainee Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

NSPT Trainer Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

UPS Distracted Driving Policy

The well-being of our people, business partners, and the public is of utmost importance. UPS is committed to safe driving and continues to be a leader in implementing health and safety training for its drivers. Our commitment to safety is award-winning; garnering wide recognition throughout the industry.

Recent studies by the National Safety Council, federal agencies, and other groups have demonstrated the use of cell phones and other wireless devices while driving pose a significant safety risk. Therefore, effective immediately, UPS has issued the following procedure on distracted driving:

- UPS has adopted a policy on texting and mobile phone use.
 - Drivers should not engage in answering text messages, checking email, or Internet surfing while the wheels of any vehicle are turning or in any public right of way.
 - This includes cell phones, BlackBerries, iPhones, DIADs, and other similar devices.
 - Recognizing it's possible to use wireless devices in hands-free mode, (such as a wireless headset or Bluetooth device), UPS encourages its drivers to avoid all in-vehicle distractions and to move the vehicle out of the public right of way, and be completely stopped in the event they must use a device.
- While UPS requires employees globally to follow all laws from the national to the local level, we also encourage all employees to avoid any in-vehicle distractions, even in localities where no distracted driving legislation has been enacted.
- If a device must be used by a UPSer while driving, move the vehicle out of the public right of way, and be completely stopped prior to use.

As a leader in traffic safety, it is important to UPS that our employees who operate vehicles while conducting business on the company's behalf serve as role models and demonstrate safe driving behavior on the roads at all times. By meeting our own high safety standards, we will be contributing to the well-being of our people, business partners, and the public.

Service Provider Trainee Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

NSPT Trainer Signature

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Day 2 – Center Qualification – Overview

AM – Prior to Employee Start Time

- Follow up with preload supervisor or look at DMS, in PAS sites only, for appropriate stop count (range between 6.00 and 6.50 hours)

Inside AM

- Review Global Timecard System (GTS) report, record results of all elements in the "Service Provider Progress Review" form and review with Service Provider
- Discuss performance expectations
- Check Service Provider appearance
- Answer any questions
- Give an overview of day 2
- Service Provider performs pre-trip
- Service Provider determines first 5 stops

On-Road

- Service Provider drives to area
- Service Provider demonstrates 5 Seeing Eye Habits and 10-Point Commentary and gives key phrases
- Service Provider delivers most of the delivery stops
- Trainer gives commentary on 340 methods, Safe Work Methods, and DIAD skills
- Trainer demonstrates when necessary to enforce commentary
- Complete the Safe Work Methods Review form

LUNCH

- Review the morning's activities
- What is the Service Provider doing well, where is help needed
- Answer any questions

On-Road

- Service Provider completes deliveries – demonstrating progressive turn-in procedures
- Service Provider completes pickup log
- Trainer gives commentary on pickup methods
- Trainer demonstrates when necessary to enforce commentary
- Service Provider drives from area

Inside PM

- Service Provider completes Inside PM routine

Complete and Review the "New Service Provider Trainee Progress Review" form.

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only



Service Provider Record Of Safe Work Methods

Review driver's entire injury history with the driver.
Driver reminded of injury reporting procedures.

☒ Yes ☐ No
☒ Report immed Number of Injuries

☒ Call in procedures

New Driver Training ☒
Periodic Driver Training ☒
TAW First Day (enter date)
LT Injury Follow-up (enter injury date)
RPP Training (enter injury date)

Job Set Up

- ☒ 1. Dresses to control body heat
- ☒ 2. Wears sturdy work shoes with leather uppers & slip-resistant soles
- ☒ 3. Stretches prior to job start
- ☒ 4. Drinks water throughout the day
- ☒ 5. Arrives early and gets organized
- ☒ 6. Concentrates on the tasks at-hand and avoids distractions
- ☒ 7. Has the employee been trained in job methods?
- ☒ 8. Has appropriate equipment to complete their job

Safety Tip: "Preparation for the workday prevents injuries"

Lifting and Lowering

- ☒ 9. Driver can explain & demonstrate the Power Zone for lifting and lowering
 - Range of motion that provides maximum strength
 - Close to body; lifting range from mid thigh to armpits

Eight Keys To Lifting And Lowering

- ☒ 10-1. Gets close to the object—works within Power Zone
- ☒ 10-2. Positions feet shoulder-width apart, one slightly in front of the other
- ☒ 10-3. Bends at the knees - keep the natural curve of the back
- ☒ 10-4. Tests the object for weight and shifting contents
- ☒ 10-5. Gets a firm grip and grasp opposite corners
- ☒ 10-6. Lifts with a smooth, steady motion—doesn't jerk
- ☒ 10-7. Moves feet-step or pivot—doesn't twist
- ☒ 10-8. Uses the existing equipment or facilities to assist in lifting and lowering
- ☒ 11. Uses handcarts for large loads to avoid excess lifting and multiple trips to from their pickup and delivery location
- ☒ 12. Loads carry aid outside of vehicle
- ☒ 13. Leverages heavy packages when entering / exiting vehicle
- ☒ 14. Positions their body to avoid end range motions

Safety Tip: "Never get caught in the double play"

Slips and Falls

Five Keys To Prevent Slips And Falls

- ☒ 15-1. Walks at a brisk pace—does not run
- ☒ 15-2. Establishes firm footing to maintain balance
- ☒ 15-3. Does not walk on rollers, chutes, slides or unsecured belt
- ☒ 15-4. Looks before stepping—scans work area
- ☒ 15-5. Makes adjustments based on changing conditions
- ☒ 16. Parks to avoid slip and fall hazards
- ☒ 17. Only uses driver side door for small or no package stop and when free of vehicle traffic
- ☒ 18. Uses handrail when entering and exiting
- ☒ 19. If necessary, packages are placed on the cab floor before exiting
- ☒ 20. Packages are placed on cargo floor when making rear door delivery
- ☒ 21. Uses optimum carries that do not obstruct vision of the walk path.
- ☒ 22. Uses efficient and safe walk path.

Safety Tip: "Maintain a stance that puts you in control"

Pushing and Pulling

- ☒ 23. Driver can explain & demonstrate the Power Zone for pushing and pulling
 - Body aligned with direction of motion;
 - Hands in front of body from near waist level up to the armpits
- ☒ 24. Keeps the work in front of them, within their Power Zone
- ☒ 25. Pulls the carry aid over curbs, up steps and around corners
- ☒ 26. Pushes the carry aid over level surfaces
- ☒ 27. Squares shoulders to the bulkhead door and closes door prior to sitting in their seat to eliminate end range motion
- ☒ 28. Squares shoulders to shelf when moving packages to select area
- ☒ 29. Slides, walks or rolls heavy, less portable objects
- ☒ 30. Controls the momentum of the object when on an incline

Safety Tip: "Think Power Zone. Align your body with direction of movement"

Powered Equipment

- ☒ 31. Uses pedestrian door when entering and exiting facility
- ☒ 32. Uses safest and most direct walk path when going to from the vehicle when parked
- ☒ 33. Establishes eye contact with operator of powered equipment
- ☒ 34. Crosses street from rear of vehicle
- ☒ 35. Clears the walk path by looking left, right, left
- ☒ 36. Uses the conveyor equipment as intended

Safety Tip: "Be aware of surroundings. If it can move, it will"

Plan For The Unexpected

- ☒ 37. Has a set routine
- ☒ 38. Utilizes the designated walk path
- ☒ 39. Stacks packages securely with bottoms fully supported
- ☒ 40. Faces their work (30-45 degree angle)
- ☒ 41. Opens doors cautiously
- ☒ 42. Ensures highlight tape is on all six sides of over 70 lb packages
- ☒ 43. Keeps bulkhead door closed
- ☒ 44. Carry aid is secured inside the cargo area
- ☒ 45. Tilts packages up and back before selecting from shelves
- ☒ 46. Is aware of surroundings at customer locations

Employee Can:

- ☒ 47. Explain the location of emergency equipment shutoff
- ☒ 48. Explain the location of the nearest eyewash / shower
- ☒ 49. Identify the location of Emergency Evacuation Plan
- ☒ 50. Explain the location of the nearest exit
- ☒ 51. Identify their emergency evacuation assembly area
- ☒ 52. Identify their non-evacuation assembly area
- ☒ 53. Describe how they are notified of the need to evacuate
- ☒ 54. Demonstrate proper conveyor securing

Hazardous / Dangerous Goods

- ☒ 55. Understands procedures involving a damaged/leaking package
- ☒ 56. Understands prohibited hazardous materials poster
- ☒ 57. Knows how to load hazardous material shipments
- ☒ 58. Knows procedure for hazardous materials shipping papers

Safety Tip: "If it can happen, it will"

Service Provider can explain and demonstrate the 8 Keys To Lifting And Lowering: Yes ☒ No ☐

Service Provider can explain and demonstrate the 5 Keys To Prevent Slips And Falls: Yes ☒ No ☐

Instructions Given (by number):

10-1, 10-2, 10-3, 10-4, 10-5, 10-6, 10-7, 10-8, 10-9, 10-10, 10-11, 10-12, 10-13, 10-14, 10-15, 10-16, 10-17, 10-18, 10-19, 10-20, 10-21, 10-22, 10-23, 10-24, 10-25, 10-26, 10-27, 10-28, 10-29, 10-30, 10-31, 10-32, 10-33, 10-34, 10-35, 10-36, 10-37, 10-38, 10-39, 10-40, 10-41, 10-42, 10-43, 10-44, 10-45, 10-46, 10-47, 10-48, 10-49, 10-50, 10-51, 10-52, 10-53, 10-54, 10-55, 10-56, 10-57, 10-58

Service Provider Commitments

1. I will ensure that all drivers are properly trained and equipped to perform their duties safely and efficiently. 2. I will ensure that all drivers are aware of the company's safety policies and procedures. 3. I will ensure that all drivers are held accountable for their actions and are encouraged to report any safety concerns. 4. I will ensure that all drivers are provided with the necessary resources and support to perform their duties safely and efficiently. 5. I will ensure that all drivers are encouraged to take ownership of their safety and the safety of their colleagues.

Driver's Signature:

Observer's Signature:

Business Manager's Signature:

Updated 03/2010

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Day 3 – Center Qualification – Overview

AM – Prior to Employee Start Time

- Follow up with preload supervisor or look at DMS, in PAS sites only, for appropriate stop count (range between 6.00 and 6.50 hours)

Inside AM

- Review Global Timecard System (GTS) report, record results of all elements in the Training profile and review with Service Provider
- Discuss performance expectations
- Check Service Provider appearance
- Answer any questions
- Give an overview of day 3
- Service Provider performs pre-trip
- Service Provider determines first 5 stops

On-Road

- Service Provider drives to area
- Demonstrates 5 Seeing Eye Habits and 10-Point Commentary and gives key phrases
- Service Provider delivers most of the delivery stops
- Trainer gives commentary on 340 methods, Safe Work Methods and DIAD skills
- Trainer gives demonstrations when necessary to enforce commentary
- Complete Delivery/Pickup Methods Evaluation form
- Complete Space & Visibility Review form

LUNCH

- Review morning activities and today's completed training documentation in the Training Profile with the Service Provider
- What is the Service Provider doing well, where is help needed
- Answer any questions

On-Road

- Service Provider completes deliveries – demonstrating progressive turn-in procedures
- Service Provider completes pickup log
- Trainer gives commentary on pickup methods
- Trainer demonstrates when necessary to enforce commentary
- Service Provider drives from area

Inside PM

- Service Provider completes Inside PM routine
- Talk with Service Provider about Day 4
- Reinforce the importance of following the methods

Complete and Review the "New Service Provider Trainee Progress Review" form.



United Parcel Service
Record of Safety Ride
Addendum Form

#14	The vehicle opposed to while entering the vehicle.
(b)(6), (b)(7)(C)	

#15.4	Instructor (b)(6), (b)(7)(C) looks before stepping down and area. Always look before stepping out the vehicle recognizing the bus is because you're about to step down onto to help prevent slip/fall injuries.
-------	--

#15.5	Instructor (b)(6), (b)(7)(C) makes adjustments based on changing conditions. This is as it applies to maintaining a clear walkpath in the cargo area making adjustments throughout the day to help prevent slip/fall injuries.
-------	---

#16	Instructor (b)(6), (b)(7)(C) uses handrail when entering and exiting. Always use 3 points of contact to help maintain your balance and prevent slip/fall injuries.
-----	---

#17	Instructor (b)(6), (b)(7)(C) if necessary, packages are placed on the Cub Floor before exiting. This will allow you to use 3 points of contact while exiting the vehicle and help prevent slip/fall injuries.
-----	--

#18	Instructor (b)(6), (b)(7)(C) keeps the work in front of them within their power zone. This is as it applies to closing the Backhane Door within your power zone prior to exiting the vehicle opposed to while exiting the vehicle.
-----	--

#19	Instructor (b)(6), (b)(7)(C) ignores shoulder to the Backhane Door and closes Door prior to getting in their seat and/or exiting the vehicle to eliminate any large motion.
-----	--

Driver's Signature:

Observer's Signature:

Business Manager's Signature:

(b)(6), (b)(7)(C)

(b)(6), (b)(7)(C)

(b)(6), (b)(7)(C)

(b)(6), (b)(7)(C)

(b)(6), (b)(7)(C)

(b)(6), (b)(7)(C)

1-17

1-17

1-17

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Delivery/Pickup Methods Evaluation

Service Provider Trainee **(b) (6), (b) (7)(C)** Operating Center **(b) (6), (b) (7)(C)**
 Supervisor **(b) (6), (b) (7)(C)** Car Number **(b) (6), (b) (7)(C)**
 Date **(b) (6), (b) (7)(C)** Delivery Area **(b) (6), (b) (7)(C)** Pickup Area Number **(b) (6), (b) (7)(C)**

Check (✓) Box 1 = Training Provided

Check (✓) Box 2 = Proficiency Demonstrated

Inside AM					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Be prompt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verify Premium, Over 70 Pounds, & HazMat pkgs
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meet appearance standards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Determine first 5 stops
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verify DIAD information	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handle minimum of packages
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Gather Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Leave by assigned exit
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Perform complete pre-trip & sign DVR			

Travel					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Know your car	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Size up delivery or pickup order
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Drive safely	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Park appropriately for stops close together
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintain your speed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Park close
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use knowledge of the area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Back only when necessary
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Provide service with minimum miles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tap horn
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow delivery area trace	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Use camera as an additional mirror when backing up
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow the planned pickup order			

Selection: Inside the Car					
1	2		1	2	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Have a smooth stop car routine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Select from 60-inch floor selection area
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Know the delivery area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Handle packages minimum number of times
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Remember five or more stops in advance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Load carry aid with minimum pkg handling
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Plan ahead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Use smooth rear door selection routine
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use a one-look selection habit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Place packages in equal rows on docks
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select from the 30-inch shelf selection area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow Over 70 lb. pkg handling procedures
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Align and move packages to selection area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handle packages with care
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Face labels for selection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Do not record in the car
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do not move packages from shelf to shelf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verify blocking/ bracing of Hazmat pkgs

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Delivery/Pickup Methods Evaluation, cont.

Walking to the Delivery Point					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Know your delivery stop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Carry optimum loads
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scan the path for obstructions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Use a carry aid when needed
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Walk with a brisk pace	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Carry the DIAD on the first trip
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verify address and street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handle the DIAD with care
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Call out "UPS"			

Making the Delivery					
1	2		1	2	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Attract immediate attention	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Be professional and courteous
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Record during unavoidable delays	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organize COD turn-in progressively
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Announce time-sensitive packages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Make indirect delivery attempts and leave InfoNotice first
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Announce COD's and Call Tags	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Use InfoNotice correctly
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Put packages in final position	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow Service Provider Release guidelines
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Expose labels for ease of recording	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Convey attitude of valuing the customer's business
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Place like shipper numbers together	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Develop additional volume and sales leads
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Get the receiver's signature first	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow Adult Signature Required procedures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow the DIAD recording procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow Return Services procedures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Keep contact brief and business-like	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Remove Hazmat shipping papers from pouch.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Continue to convey sense of urgency			

Walking from the Delivery Point					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Record the next stop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Have the key ready
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Plan ahead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Check pedestrian and traffic conditions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow DIAD text messaging procedures	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow EDD Usage Methods	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow CPaD Usage Methods	<input type="checkbox"/>	<input type="checkbox"/>	

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Delivery/Pickup Methods Evaluation, cont.

Inside the Car					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Have storage area for Send Agains and Returns	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Follow the start car routine
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Do not record in the car	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Move out without delay

Making the Pickup					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Arrive at pickup point on schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Encourage additional volume
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Greet shipper by name	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scan Letter Center barcode and packages
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Discourage not-ready situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clean and re-supply Letter Centers
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Visually scan shipping records	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow On-Call Air pickup procedures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scan barcode on Pickup Summary accounts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scan ARS and Internet packages from walkup customers
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ask if shipping information transmitted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assemble multiple package International shipments
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Check address & service level of packages	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pickup International packages using ISAT procedures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verify proper packaging of pickup materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pickup HazMats from contract Hazmat shippers only
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Record pickup in DIAD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verify Hazmat labeling and shipper certification
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Use carry aid to eliminate extra trips			

Loading Pickup Packages					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Count the packages out loud	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Containerize smalls & load toward rear
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handle packages with care	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Segregate send-again and appropriate pickup packages
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Load single-trip carries through bulkhead door	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Load hazardous materials packages on floor
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Utilize bottom shelves fully	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow Over 70 lb. pkg handling procedures
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stack tight, secure load on shelf and floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Load Over 70 lb. packages on floor toward rear
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Face labels to rear or up	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organize turn in materials progressively

Comments:

*Focus on Solid Alphas - One foot distance
Solid one Alpha (Main) and one Solid one Beta*

Service Provider Trainee Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

NSPT Trainer Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Purpose: To evaluate positive reinforcement in the UPS Space & Visibility Safe Work Methods Program.

The Key Indicators are: Eye Lead Time, Following Distance, Clears Intersections, Maintain Space Ahead, Horn Use, and Backing

Initial Observations should be completed first for the Key Indicator and findings entered in the appropriate boxes. The observer can determine the order of observations. Each Key Indicator must have two documented observations (exception – backing).

Please note that if Service Provider behavior places the vehicle at risk, corrective action must be taken immediately. If one or both initial Observations do not meet the objectives of the Key Indicators, Coaching must take place (see key indicators below). If both initial Observations meet the objectives, Coaching and After Coaching Observations are not needed for the Key Indicator.

Key Indicators

Eye Lead Time

Objective – Maintain a 8-12-second eye lead time. *Exercise* – Ask Service Provider his/her eye lead time (reference point) and count in seconds until the vehicle reaches that point. Enter in the Observation

Following Distance

Objective – Maintain 4-6 seconds following distance for speeds 0-30mph and 6-8 seconds distance for speeds 31 mph and 6-8 seconds following distance for speed 31 mph and greater.

Exercise – When the Vehicle in front of you passes a reference point begin counting in seconds until vehicle reaches that point. Enter in the Observation Box speed and the number of seconds of following distance.

Clear Intersections

Objective – Proper head/eye movement to clear all intersections left, right, left. Eliminate fixed stares.

Exercise – Before intersections does Service Provider clear left, right, left? Enter "yes" or "no" Observation Box.

Maintain Space Ahead

Objective – Maintain space in front of vehicle before and after start-up.

Exercise – Determine if Service Provider leaves a car length of space when stopped in traffic and counts ONE-TWO-THREE at start-up? Enter "yes" OR "no" in Observation Box for each doubtful situation where eye contact was needed.

Horn Use --Motorists and Pedestrians.

Objective – Detects presence early (establishes eye contact) with motorists and pedestrians in doubtful situations. Service Provider should never make assumptions.

Exercise – Enter "yes" or "no" in Observation Box for each doubtful situation where eye contact was needed.

Backing

Objective – Eliminate unnecessary backing.

Exercise – Evaluate backing in delivery and pickup.

Stroke count in the Observation Box the number of unnecessary backings.

After one unnecessary back, coaching must take place followed by After Coaching Observations.

Please note that an alternate travel path may be needed on some Space & Visibility Rides to observe all Key Indicators.

Coaching

Objectives of each Key Indicator should be understood and demonstrated by the Service Provider.

The desired defensive driving behaviors on the left side of the front page should be used to coach the Service Provider, Commentary and Driver Drill can be used as needed.

After Coaching Observations

These should be completed after the Service Provider understands the objective of each Key Indicator (See Key Indicator above). The observer can determine the order of observations. Each Key Indicator must have three documented observations (exception – backing).

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only



United Parcel Service

Service Provider
Record Of Safety Ride

New Driver Training ☒

Periodic Driver Training ☐

Crash Follow-up (enter crash date) ☐

Date Of Service: (b) (6), (b) (7)(C)

Driver: (b) (6), (b) (7)(C)

Observer: (b) (6), (b) (7)(C)

Ride Start Time: 7:45 Ride End Time: 10:45

(b) (6), (b) (7)(C)

License Expiration: (b) (6), (b) (7)(C)

Center: (b) (6), (b) (7)(C)

Demonstration Time From: 11:50 To: 11:50

(b) (6), (b) (7)(C)

DOT Expiration: 10

Instructions: Enter "Y" or "N" in the check boxes appropriate for each statement. A minimum of three observations for each statement must be made in those areas with three check boxes. If not observed, review with employee and enter "R" in the check box.

PRE-TRIP INSPECTION OF VEHICLE

- ☒ 1. Looks for leakage of coolants, fuel, lubricants
- ☒ 2. Checks all tires, marker lights, doors, glass, mirrors, reflectors
- ☒ 3. Checks horn, windshield wipers, gauges, steering, defrosters, fuel
- ☒ 4. Checks brake action and hand brake adjustments
- ☒ 5. Checks emergency warning devices, fire extinguisher, U6350
- ☒ 6. Checks rear vision camera/monitor and reverse lights
- ☒ 7. Checks turn signals, headlights, emergency flashers
- ☒ 8. Checks for hazardous materials poster, Emergency Response Guide
- ☒ 9. Checks seatbelt, DOT number, reviews and signs DVIR
- ☒ 10. Adjusts mirrors at Mirror Station prior to leaving

ENGINE, CLUTCH AND TRANSMISSION

- ☒ 11. Buckles belt, starts engine
- ☒ 12. Uses clutch properly, shift gears smoothly in sequence
- ☒ 13. Refrains from over revving and / or rolling back

AIM HIGH IN STEERING - Find a safe path well ahead

- ☒ 14. Looks ahead in travel path
- ☒ 15. Centers vehicle in traffic lane at all times
- ☒ 16. Hands properly positioned on steering wheel
- ☒ 17. Maintains proper driving posture
- ☒ 18. Maintains eight to twelve seconds of eye lead time
- Turning**
- ☒ 19. Checks traffic and turns when path is clear
- ☒ 20. Makes smooth, safe turns, and centered in traffic lane
- ☒ 21. Squares corners - does not cut short, turns lane to lane
- ☒ 22. Avoids shifting on turns
- ☒ 23. Applies "right turn on red" correctly

GET THE BIG PICTURE - Stay back and see it all

- ☒ 24. In city or residential traffic, looks one block ahead
- ☒ 25. In city traffic, looks building line to building line
- ☒ 26. On highway or rural roads, looks fence line to fence line
- ☒ 27. On highway or rural roads, looks one-half mile ahead
- ☒ 28. Uses proper space cushion to avoid sudden stops
- ☒ 29. Adjusts to changing traffic conditions
- ☒ 30. Does not tailgate, maintains proper space cushion
- ☒ 31. Identifies "billboards" and adjusts to traffic conditions
- ☒ 32. Passes with sufficient and clear space ahead
- ☒ 33. When stopped in traffic, leaves one car length

KEEP YOUR EYES MOVING - Scan, don't stare

- ☒ 34. Driver stays alert
- ☒ 35. Does not stare, disposes of eye-holding problems
- ☒ 36. Moves eyes using the triangular method
- ☒ 37. Checks mirrors every 5 to 8 seconds
- Railroad Grade Crossings**
- ☒ 38. Approaches prepared to stop, foot covering brake
- ☒ 39. Clears crossing by looking left, right, left in advance
- ☒ 40. Selects proper gear prior to crossing at a safe speed

Service Provider knows the 5 Seeing Habits: Y ☒ N ☐

Service Provider knows the 10 Point Commentary: Y ☒ N ☐

Driver Drill completed: Y ☒ N ☐

Instructions Given (by number): 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

KEEP YOUR EYES MOVING (Continued)

- Intersections**
- ☒ 41. Reads all traffic signs
- ☒ 42. Approaches intersections prepared to stop
- ☒ 43. Checks left, right, left at all intersections
- ☒ 44. Checks mirrors while approaching intersection
- ☒ 45. Stops behind stop line or cross-walk
- ☒ 46. In neutral, emergency brake on at stop light (manual)
- ☒ 47. Foot on brake, emergency brake on at stop light (automatic)
- ☒ 48. Counts one, two, three after vehicle ahead moves
- ☒ 49. Handles stale green lights and point of decision
- ☒ 50. Scans steering wheels of parked vehicles
- ☒ 51. When stopped to turn direction, maintains steer axle straight

LEAVE YOURSELF AN OUT - Be Prepared. Expect the unexpected

- ☒ 52. Leaves other vehicle sufficient space
- ☒ 53. Maintains 4 - 6 seconds following time in speeds < 30 mph
- ☒ 54. Maintains 6 - 8 seconds following time in speeds > 30 mph
- ☒ 55. Allows for space on all sides of vehicle
- ☒ 56. When starting up at an intersection looks left, right, left
- ☒ 57. Uses path of least resistance
- ☒ 58. Adjusts speed to varying road, weather and traffic conditions
- Backing**
- ☒ 59. Avoids all unnecessary backing including residential driveways
- ☒ 60. If necessary, back first
- ☒ 61. Checks rear immediately before backing
- ☒ 62. Taps horn continuously when backing
- ☒ 63. Looks back as well as checking mirrors and monitor
- ☒ 64. Backs to driver's side
- ☒ 65. If in doubt or conditions have changed, driver gets out and looks
- ☒ 66. Backs at a controlled speed
- ☒ 67. Uses monitor and volume of rearview camera
- ☒ 68. Recognizes doubtful situations

MAKE SURE THEY SEE YOU - Don't Gamble. Use horn, lights and signals

- ☒ 69. Establishes eye to eye contact
- ☒ 70. Uses horn properly
- ☒ 71. Upon return to car, scans area around vehicle
- ☒ 72. Checks in front, under, and behind the vehicle
- ☒ 73. Rechecks if conditions have changed
- ☒ 74. Signals lane changes well in advance
- ☒ 75. Dims headlights for oncoming traffic
- ☒ 76. Signals intention well in advance
- Stopping**
- ☒ 77. Alerts traffic to rear when stopping, comes to a full stop
- ☒ 78. Uses four-ways as prescribed by DOT, parks close to curb
- ☒ 79. When pulling from curb, looks over left shoulder
- ☒ 80. Checks mirrors and pulls mirrors in when stopped

POST TRIP

- ☒ 81. Checks exterior - tires, all lights, doors, glass, mirrors, reflectors
- ☒ 82. Checks horn, windshield wipers, gauges, steering, defrosters, fuel
- ☒ 83. Checks brake action and hand brake adjustments
- ☒ 84. Checks vehicle for damage, signs DVIR

Instructions Given (by number): 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822

Day 4 – Center Qualification – Overview

AM – Prior to Employee Start Time

- Follow up with preload supervisor or look at DMS, in PAS sites only, for appropriate stop count (range between 6.00 and 6.50 hours)

Inside AM

- Review Global Timecard System (GTS) report and other center reports, and record results of all elements in the "Service Provider Trainee Progress Review" form and review with Service Provider
- Answer any questions
- Instruct the Service Provider to call the center to provide updates at 10:45 AM and 4:00 PM

On-Road

- Plan to meet the Service Provider on area for lunch (agree upon time and location) to check on progress and answer any questions

Inside PM

- Perform PM Quality Review

Complete and Review the "New Service Provider Trainee Progress Review" form.



United Parcel Service
Record of Safety Ride
Addendum Form

136	This was as Successes and Demonstrated in the
136	Driver's Signature
136	

137	Instructions (b) (6), (b) (7)(C) Check mirrors every 5-8 seconds
137	Always maintain the consistency of your eye movement
137	by checking mirrors every 5-8 seconds. Don't
137	neglect the Passenger Side mirror

143	Instructions (b) (6), (b) (7)(C) Check feet, right foot at all
143	interruptions. Always clear the intersection prior
143	to entering into it appears to where driving through
143	the intersection

145	Instructions (b) (6), (b) (7)(C) Stops before Stop line or
145	crosswalk
145	
145	

151	Instructions (b) (6), (b) (7)(C) uses the Dual of Dual Acceleration
151	This is used applied to the intersection Dual Position
151	at 4900 Mph. Always evaluate Dual Position
151	for safety never lost for convenience

160	Instructions (b) (6), (b) (7)(C) Recognizes Doublet Solutions. This is
160	used applied to the Dual Position at 4900 Mph.
160	and ignoring the front line to the back and/or rear
160	edge appears to covering the front Dual Position
160	to the line or back

170	Instructions (b) (6), (b) (7)(C) uses four ways as prescribed by
170	DOT. Make sure to check. Specifically Dual Cross
170	to each and/or rear edge to help minimize dual
170	possibilities

Driver's Signature:

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Observer's Signature:

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Business Manager's Signature:

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

11A

Backing Crash Avoidance OJS

PRE-TRIP PROCEDURES

Driver visually checks to see the entire rear bumper in monitor

Checks the Day/Night controls during pre-trip

Properly adjusts the Bright/Contrast setting

Driver listens for the audio function of the camera sys, when testing rev

Driver inspects both mirrors for proper position

Yes/No
<i>Yes</i>
<i>Yes</i>
<i>Yes</i>
<i>Yes</i>
<i>Yes</i>

DAILY OPERATION

Driver knows the distance of view through the monitor (30 feet)

The clarity of the image will be altered due to shadows/Sunlight.

Driver visually clears the backing area prior to maneuver

Rear Vision Camera is not a replacement for existing backing methods

Understands that the system does not detect overhead objects

Yes/No
<i>Yes</i>
<i>Yes</i>
<i>Yes</i>
<i>Yes</i>
<i>Yes</i>

Planned number of BACKS 10

Actual number of BACKS 17

Date

(b) (6), (b) (7)(C)

Center

(b) (6), (b) (7)(C)

Driver

(b) (6), (b) (7)(C)

Trainer

(b) (6), (b) (7)(C)

Observation Tallies - Stroke Count Occurrences - Give Appreciative and Constructive Feedback

Drivers Side Backs

|||||

Notes:

Straight Backs

|||||

Notes:

Blind Side Backs

Notes:

Cleared High-Low-Protrusions

|||||
|||||

Notes:

Unnecessary Backs

Notes:

Sounds Horn

|||||
|||||

Notes:

Print Driver Name:

(b) (6), (b) (7)(C)

Driver Signature

Date

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Print Trainer Name

(b) (6), (b) (7)(C)

Trainer Signature

Date

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Manager Name

(b) (6), (b) (7)(C)

Manager Signature

Date

(b) (6), (b) (7)(C)

17

Trainer Instructions to Driver:

Intersection Crash Avoidance Certification

YELL at every Intersection!

Date: (b) (6), (b) (7)(C)

Center: (b) (6), (b) (7)(C)

Driver: (b) (6), (b) (7)(C)

Trainer: (b) (6), (b) (7)(C)

Driver Has Knowledge	Supervisor Clarifies
Yes or No	Yes or No

Knowledge Review: Rules of Intersection

Yes

Rule 1:
Indicators

Yield the right of way.

Allow on-coming traffic to clear before turning.

If turning left, make sure you have adequate time to complete the turn safely.

Watch for turning vehicles at intersections that may obscure oncoming traffic behind them.

Never overtake or pass other vehicles in an intersection and never assume you have the right-of-way.

Yes

Rule 2:
Indicators

Expect the unexpected.

Move through the intersection at a speed that will allow you to stop if necessary.

Anticipate unexpected stops by the vehicle in front of you.

Count 1,2,3 after the car in front has begun to move.

Yes

Rule 3:
Indicators

Look left, right, left.

Keep your eyes moving. Look left, right, and left again before proceeding through the intersection.

Scan - Don't Stare.

When approaching an intersection with a traffic light, determine your "decision point" -

an imaginary distance from the intersection that is determined by traffic and road conditions.

Yes

Rule 4:
Indicators

Leave yourself an out.

Prior to entering intersection, check your mirrors for activity behind you.

Adjust your vehicle's speed in relation to traffic, road, and visibility conditions.

Leave 1 car length in front when at a stop.

Charles T. Anderson

Reviewed
Yes or No

Trainers Review of "Critical Intersection Items"

Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes

1. Make Adjustments for Inclement Weather.

A. Anticipate other vehicles not being able to stop at intersections

B. Brake early to avoid sliding into crosswalks.

2. Avoid Distracted Driving.

A. Never use your cell phone while driving.

B. Never look at your DIAD while driving.

3. Always Scan Approaching Traffic Situations for the Unusual or Emergencies.

A. When approaching intersection, be prepared to stop.

B. Ensure you can stop before intersection.

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Trainer Signature:

Driver Signature:

Date:

Date:

Manager Signature:

Date:

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)



United Parcel Service

DRILL DRIVE WORKSHEET
(Package Vehicles)

- ☒ New Driver Training
☐ Periodic Driver Training
☐ Crash Follow-up
☐ Re Auto Prevention Training

Date of Observation: (b) (6), (b) (7)(C) 18

Employee ID Number: (b) (6), (b) (7)(C)

Driver: (b) (6), (b) (7)(C)

License Expiration: (b) (6), (b) (7)(C) 19

Observer: (b) (6), (b) (7)(C)

SLIC #: (b) (6), (b) (7)(C)

Drill Drive Location: ☒ On Road ☐ On Property☒ Drill Drive No. 1☐ Drill Drive No. 2☐ Drill Drive No. 3**Stroke count on lines below:**Eye Lead Time: Reference Point 1Following Time: In Seconds 11 Left Intersection:
Hazard or Clear?Right Intersection:
Hazard or Clear? 1Traffic Lights: Fresh or Stale?
Point of Decision? 11 Left Curb: Motorists & Pedestrians
Hazard or Clear?Right Curb: Motorists & Pedestrians
Hazard or Clear? 11 Left Mirror:
Hazard or Clear?Right Mirror:
Hazard or Clear? 1Speed Limit 1**Instructions:**

The Driver Drill is to be completed in 2 minutes. The observer should record eye movements of the driver by stroke counting potential hazards in changing traffic situations. The goal of Defensive Driving is to move eyes to front every 2 seconds and to the rear every 5-8 seconds, or over a 2 minute time span to have 30 eye movements to the front and 15 to the rear. This is done by using the Triangle viewing Habit. The Drill Points that are to be observed are: Eye Lead Time by Reference Point, Following Time In Seconds, Left and Right Intersections, Traffic Lights, Motorists and Pedestrians, and Mirrors. (Drill Drives completed on property will have reduced elements for observation.)

Count the number of eye movements above and record below:

	Front					Rear		Total Eye Movements
	Eye Lead Time	Following Time	Intersections	Traffic Lights	Motorists & Pedestrians	Mirrors	Speed	
Drill #1	8	8	10	4	11	2	1	49
Drill #2								
Drill #3								

Driver Signature: (b) (6), (b) (7)(C)

Date: (b) (6), (b) (7)(C) 11

Observer Signature: (b) (6), (b) (7)(C)

Date: (b) (6), (b) (7)(C) 17

Manager Signature: (b) (6), (b) (7)(C)

Date: (b) (6), (b) (7)(C) 10

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Service Provider PM Quality Review

Service Provider Trainee Name: (b) (6), (b) (7)(C)
Center: (b) (6), (b) (7)(C) Date: (b) (6), (b) (7)(C)
Delivery Area: (b) (6), (b) (7)(C) Pickup Area: (b) (6), (b) (7)(C)
License Expiration date: (b) (6), (b) (7)(C)
DOT physical: (b) (6), (b) (7)(C)
X the appropriate box or fill in the blank.

DRIVER VEHICLE INSPECTION REPORT

Properly completed and turned in?

Yes ☒ No ☐

PACKAGES BEING RETURNED TO CENTER

Number of missed packages? *Not a Commercial* 1
Number of Paid send-again? *A. Carter* 0
Proper service cross on all send-again? *n/a* ☐ ☐
Number of returns? 0
RS Packages handled properly ☒ ☐
Number of incorrect addresses? 1
Reasonable effort made to secure good address? ☒ ☐
Hazardous materials pouch empty? ☒ ☐
Number of damages? 0

PICKUP LOAD

Tight, secure load with shelves fully utilized? ☒ ☐
Properly segregated S/A and appropriate pickup packages? ☒ ☐
Smalls containerized? ☒ ☐
Over 70 lb. packages labeled and loaded near rear? ☒ ☐
Packages packed and labeled properly? ☒ ☐
International shipments have shipment checklist attached?

C.O.D. TURN-IN

Are all checks made out properly? *n/a* ☐ ☐
Instructions followed on all C.O.D. tags? *n/a* ☐ ☐
Did Service Provider do a progressive on-area turn-in? ☒ ☐

PICKUP RECORDS

Number of missed pickups? 0
Accuracy and completeness of pickup records:
Number voids without shipper initials? 0
Number high-risk packages not signed? 0
Service Provider knows high-claim accounts? *n/a*
UPS Shipping Record:
Number audited? 1
Number missing or incorrect date? 0
Number missing or illegible shipper number? 0
Number missing weights? 0
Number missing service level? 0
Number missing or incorrect package count? 0

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Service Provider PM Quality Review, cont.

Computer Manifest:

Number audited?

Number missing or illegible shipper numbers?

Number missing or illegible date?

Number missing or incorrect package count?

Number missing detail sheets?

1
0
0
0
0

ASD

Number audited?

Number missing account numbers?

Number missing weights or zones?

0
0
0
0

COMPARE RETURN PACKAGES WITH DIAD RECORDS

Number audited?

Number incorrectly recorded?

1
0

APPEARANCE.

Personal (Circle One)

Vehicle (Circle One)

Inside (Circle One)

Outside (Circle One)

<u>Good</u>	Fair	Poor
<u>Good</u>	Fair	Poor
<u>Good</u>	Fair	Poor
<u>Good</u>	Fair	Poor

List the areas of highest proficiency:

Light. Service Pick up from, Loads
Continuous

List the "most-help-needed" areas:

Service Provider Trainee Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

NSPT Trainer Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

Day 5 – Center Qualification – Overview

AM – Prior to Employee Start Time

- Follow up with preload supervisor or look at DMS, in PAS sites only, for appropriate stop count (range between 6.00 and 6.50 hours)

Inside AM

- Review Global Timecard System (GTS) report and other center reports, and record results of all elements in the "Service Provider Trainee Progress Review" form and review with Service Provider
- Answer any questions
- Instruct the Service Provider to call the center to provide updates at 10:45 a.m., 1:00 p.m., and 4:00 p.m.
- Perform AM Quality Review

Inside PM

- Review training documentation with Service Provider

Complete and Review the "New Service Provider Trainee Progress Review" form.

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Service Provider AM Quality Review

Service Provider Trainee Name:

(b) (6), (b) (7)(C)

Center:

(b) (6), (b) (7)(C)

Date:

(b) (6), (b) (7)(C)

Delivery Area:

(b) (6), (b) (7)(C)

Pickup Area:

(b) (6), (b) (7)(C)

License Expiration date:

(b) (6), (b) (7)(C)

DOT physical:

(b) (6), (b) (7)(C)

Mark the appropriate response to document behavior.

BE PROMPT

Arrive at the center on time

Yes

No

☒☐

APPEARANCE

Personal (Circle One)

Good

Fair

Poor

☒

VERIFY DIAD INFORMATION

Handle with care

Clean, damage-free, and operational

Verify that DIAD information is accurate and complete

☒☐☒☐☒☐

ATTEND PCM

On time

Engaged

☒☐☒☐

GET SUPPLIES

Supplies adequate but not overstocked

Drop Box supplies

Emergency supply of customer materials

☒☐☒☐☒☐

PERFORM GET EDD

Local procedures followed for "Get EDD"

☒☐

PERFORM COMPLETE PRETRIP

Complete vehicle inspection

DVIR complete

☒☐☒☐

FOLLOW CENTER EXIT ROUTINE

Follow proper exit routine

☒☐

SET ROUTINE

Service Provider has an orderly routine when completing Inside AM

☒☐

Additional Comments:

Service Provider Trainee Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

NSPT Trainer Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

Day 6 – Center Qualification – Overview

AM – Prior to Employee Start Time

- Follow up with Preload supervisor or look at DMS, in PAS sites only, for appropriate stop count (range of 8.00 hours)
- Change DDR or Dispatch Plan to reflect the new stop count
- Check sequence ranges in DIAD to reflect the increased stops

Inside AM

- Review Global Timecard System (GTS) report and other center reports, and record results of all elements in the "Service Provider Trainee Progress Review" form and review with Service Provider
- Give an overview of day 6

On-Road

- Accompany Service Provider trainee
- Evaluate the Service Provider's progress
- Introduce the new delivery area
- Complete Space & Visibility Review form
- Complete Safe Work Methods Review form

Inside PM

- Review training documentation with Service Provider

Complete and Review the "New Service Provider Trainee Progress Review" form.

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only



United Parcel Service

Service Provider
Record Of Safety Ride

New Driver Training ☒
Periodic Driver Training ☐

Date Of Observation: (b) (6), (b) (7)(C)
Driver: (b) (6), (b) (7)(C)
Observer: (b) (6), (b) (7)(C)
Ride Start Time: 7:10 Ride End Time: 7:12

License Expiration: (b) (6), (b) (7)(C)
Center: (b) (6), (b) (7)(C)
DOT Expiration: (b) (6), (b) (7)(C)
Crash Follow-up (enter crash date):
Crash Date: (b) (6), (b) (7)(C)
Demonstration Time From: 7:10 To: 7:12

Instructions: Enter "Y" or "N" in the check box as appropriate for each statement. A minimum of three observations for each statement must be made in those areas with three check boxes. If not observed, review with employee and enter "R" in the check box.

PRE-TRIP INSPECTION OF VEHICLE

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 1. Looks for leakage of coolants, fuel, lubricants |
| <input checked="" type="checkbox"/> | 2. Checks all tires, marker lights, doors, glass, mirrors, reflectors |
| <input checked="" type="checkbox"/> | 3. Checks horn, windshield wipers, gauges, steering, defrosters, fuel |
| <input checked="" type="checkbox"/> | 4. Checks brake action and hand brake adjustments |
| <input checked="" type="checkbox"/> | 5. Checks emergency warning devices, fire extinguisher, U6350 |
| <input checked="" type="checkbox"/> | 6. Checks rear vision camera/monitor and reverse lights |
| <input checked="" type="checkbox"/> | 7. Checks turn signals, headlights, emergency flashers |
| <input checked="" type="checkbox"/> | 8. Checks for hazardous materials poster, Emergency Response Guide |
| <input checked="" type="checkbox"/> | 9. Checks seatbelt, DOT number, reviews and signs DVIR |
| <input checked="" type="checkbox"/> | 10. Adjusts mirrors at Mirror Station prior to leaving |

ENGINE, CLUTCH AND TRANSMISSION

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 11. Buckles belt, starts engine |
| <input checked="" type="checkbox"/> | 12. Uses clutch properly, shift gears smoothly in sequence |
| <input checked="" type="checkbox"/> | 13. Refrains from over revving and / or rolling back |

AIM HIGH IN STEERING - Find a safe path well ahead

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 14. Looks ahead in travel path |
| <input checked="" type="checkbox"/> | 15. Centers vehicle in traffic lane at all times |
| <input checked="" type="checkbox"/> | 16. Hands properly positioned on steering wheel |
| <input checked="" type="checkbox"/> | 17. Maintains proper driving posture |
| <input checked="" type="checkbox"/> | 18. Maintains eight to twelve seconds of eye lead time |
| <input checked="" type="checkbox"/> | 19. Checks traffic and turns when path is clear |
| <input checked="" type="checkbox"/> | 20. Makes smooth, safe turns, and centered in traffic lane |
| <input checked="" type="checkbox"/> | 21. Squares corners - does not cut short, turns lane to lane |
| <input checked="" type="checkbox"/> | 22. Avoids shifting on turns |
| <input checked="" type="checkbox"/> | 23. Applies "right turn on red" correctly |

GET THE BIG PICTURE - Stay back and see it all

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 24. In city or residential traffic, looks one block ahead |
| <input checked="" type="checkbox"/> | 25. In city traffic, looks building line to building line |
| <input checked="" type="checkbox"/> | 26. On highway or rural roads, looks fence line to fence line |
| <input checked="" type="checkbox"/> | 27. On highway or rural roads, looks one-half mile ahead |
| <input checked="" type="checkbox"/> | 28. Uses proper space cushion to avoid sudden stops |
| <input checked="" type="checkbox"/> | 29. Adjusts to changing traffic conditions |
| <input checked="" type="checkbox"/> | 30. Does not tailgate, maintains proper space cushion |
| <input checked="" type="checkbox"/> | 31. Identifies "billboards" and adjusts to traffic conditions |
| <input checked="" type="checkbox"/> | 32. Passes with sufficient and clear space ahead |
| <input checked="" type="checkbox"/> | 33. When stopped in traffic, leaves one car length |

KEEP YOUR EYES MOVING - Scan, don't stare

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 34. Driver stays alert |
| <input checked="" type="checkbox"/> | 35. Does not stare, disposes of eye-holding problems |
| <input checked="" type="checkbox"/> | 36. Moves eyes using the triangular method |
| <input checked="" type="checkbox"/> | 37. Checks mirrors every 5 to 8 seconds |
| <input checked="" type="checkbox"/> | 38. Approaches prepared to stop, foot covering brake |
| <input checked="" type="checkbox"/> | 39. Clears crossing by looking left, right, left in advance |
| <input checked="" type="checkbox"/> | 40. Selects proper gear prior to crossing at a safe speed |

Service Provider knows the 5 Seeing Habits: Y ☒ N ☐
Service Provider knows the 10 Point Commentary: Y ☒ N ☐
Driver Drill completed: Y ☒ N ☐

Instructions Given (by number): (b) (6), (b) (7)(C) The UPS Distracted Driving Procedure: Y ☒ N ☐
Service Providers Commitments: (b) (6), (b) (7)(C)

KEEP YOUR EYES MOVING (Continued)

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 41. Heads all traffic signs |
| <input checked="" type="checkbox"/> | 42. Approaches intersections prepared to stop |
| <input checked="" type="checkbox"/> | 43. Checks left, right, left at all intersections |
| <input checked="" type="checkbox"/> | 44. Checks mirrors while approaching intersection |
| <input checked="" type="checkbox"/> | 45. Stops behind stop line or cross-walk |
| <input checked="" type="checkbox"/> | 46. In neutral, emergency brake on at stop light (manual) |
| <input checked="" type="checkbox"/> | 47. Foot on brake, emergency brake on at stop light (automatic) |
| <input checked="" type="checkbox"/> | 48. Counts one, two, three after vehicle ahead moves |
| <input checked="" type="checkbox"/> | 49. Handles stale green lights and point of decision |
| <input checked="" type="checkbox"/> | 50. Scans steering wheels of parked vehicles |
| <input checked="" type="checkbox"/> | 51. When stopped to turn direction, maintains steer axle straight |

LEAVE YOURSELF AN OUT - Be Prepared. Expect the unexpected

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 52. Leaves other vehicle sufficient space |
| <input checked="" type="checkbox"/> | 53. Maintains 4 - 6 seconds following time in speeds < 30 mph |
| <input checked="" type="checkbox"/> | 54. Maintains 6 - 8 seconds following time in speeds > 30 mph |
| <input checked="" type="checkbox"/> | 55. Allows for space on all sides of vehicle |
| <input checked="" type="checkbox"/> | 56. When starting up at an intersection looks left, right, left |
| <input checked="" type="checkbox"/> | 57. Uses path of least resistance |
| <input checked="" type="checkbox"/> | 58. Adjusts speed to varying road, weather and traffic conditions |
| <input checked="" type="checkbox"/> | 59. Avoids all unnecessary backing including residential driveways |
| <input checked="" type="checkbox"/> | 60. If necessary, back first |
| <input checked="" type="checkbox"/> | 61. Checks rear immediately before backing |
| <input checked="" type="checkbox"/> | 62. Taps horn continuously when backing |
| <input checked="" type="checkbox"/> | 63. Looks back as well as checking mirrors and monitor |
| <input checked="" type="checkbox"/> | 64. Backs to driver's side |
| <input checked="" type="checkbox"/> | 65. If in doubt or conditions have changed, driver gets out and looks |
| <input checked="" type="checkbox"/> | 66. Backs at a controlled speed |
| <input checked="" type="checkbox"/> | 67. Uses monitor and volume of rearview camera |
| <input checked="" type="checkbox"/> | 68. Recognizes doubtful situations |

MAKE SURE THEY SEE YOU - Don't Gamble. Use horn, lights and signals

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 69. Establishes eye to eye contact |
| <input checked="" type="checkbox"/> | 70. Uses horn properly |
| <input checked="" type="checkbox"/> | 71. Upon return to car, scans area around vehicle |
| <input checked="" type="checkbox"/> | 72. Checks in front, under, and behind the vehicle |
| <input checked="" type="checkbox"/> | 73. Rechecks if conditions have changed |
| <input checked="" type="checkbox"/> | 74. Signals lane changes well in advance |
| <input checked="" type="checkbox"/> | 75. Dims headlights for oncoming traffic |
| <input checked="" type="checkbox"/> | 76. Signals intention well in advance |
| <input checked="" type="checkbox"/> | 77. Alerts traffic to rear when stopping, comes to a full stop |
| <input checked="" type="checkbox"/> | 78. Uses four-ways as prescribed by DOT, parks close to curb |
| <input checked="" type="checkbox"/> | 79. When pulling from curb, looks over left shoulder |
| <input checked="" type="checkbox"/> | 80. Checks mirrors and pulls mirrors in when stopped |

POST TRIP

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 81. Checks exterior - tires, all lights, doors, glass, mirrors, reflectors |
| <input checked="" type="checkbox"/> | 82. Checks horn, windshield wipers, gauges, steering, defrosters, fuel |
| <input checked="" type="checkbox"/> | 83. Checks brake action and hand brake adjustments |
| <input checked="" type="checkbox"/> | 84. Checks vehicle for damage, signs DVIR |



United Parcel Service
Record of Safety Ride
Addendum Form

435	Consistent eye movement every 5-8 seconds.
(b)(6), (b)(7)(C)	

436	Look down (b)(6), (b)(7)(C) never eyes every 5-8 seconds. This was as discussed and demonstrated in the Driver's Seat.

437	Look down (b)(6), (b)(7)(C) checks mirrors every 5-8 seconds. Again maintain consistent eye movement by checking your mirrors every 5-8 seconds. Don't neglect the Passenger Side mirror.

438	Look down (b)(6), (b)(7)(C) over Shift at last. Remember this as it applies to the Back of Look down. To you must look always back in the direction that you drive you the most visibility.

439	Look down (b)(6), (b)(7)(C) Recognizes Doubtful Situation. Again as it applies to the Back of Look down Development.

440	Look down (b)(6), (b)(7)(C) uses hand sign as discussed by DOT. Point to Look. Always apply your hand sign when Point to Delivery to help increase the vehicle's visibility to the other vehicles around you.

Driver's Signature:

(b)(6), (b)(7)(C)

(b)(6), (b)(7)(C)

Observer's Signature:

(b)(6), (b)(7)(C)

(b)(6), (b)(7)(C)

Business Manager's Signature:

(b)(6), (b)(7)(C)

(b)(6), (b)(7)(C)



United Parcel Service
Record of Safety Ride
Addendum Form

115.4	(b) (6), (b) (7)(C)	Slowing over the vehicle being driven
		the driver's hands are about to slip down onto
		to help prevent slip and fall injuries.

116	(b) (6), (b) (7)(C)	As the driver's hands are about to slip down onto
		the driver's hands are about to slip down onto
		the driver's hands are about to slip down onto
		to help prevent slip and fall injuries.

117	(b) (6), (b) (7)(C)	As the driver's hands are about to slip down onto
		the driver's hands are about to slip down onto
		the driver's hands are about to slip down onto
		to help prevent slip and fall injuries.

118	(b) (6), (b) (7)(C)	As the driver's hands are about to slip down onto
		the driver's hands are about to slip down onto
		the driver's hands are about to slip down onto
		to help prevent slip and fall injuries.

Driver's Signature:

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C) 1/17

Observer's Signature:

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C) 1/17

Business Manager's Signature:

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C) 1/17

Backing Crash Avoidance OJS

PRE-TRIP PROCEDURES

Driver visually checks to see the entire rear bumper in monitor
Checks the Day/Night controls during pre-trip
Properly adjusts the Bright/Contrast setting
Driver listens for the audio function of the camera sys, when testing rev
Driver inspects both mirrors for proper position

Yes/No
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

DAILY OPERATION

Driver knows the distance of view through the monitor (30 feet)
The clarity of the image will be altered due to shadows/Sunlight.
Driver visually clears the backing area prior to maneuver
Rear Vision Camera is not a replacement for existing backing methods
Understands that the system does not detect overhead objects

Yes/No
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Planned number of BACKS

18

Actual number of BACKS

25

Date

(b) (6), (b) (7)(C)

Center

(b) (6), (b) (7)(C)

Driver

(b) (6), (b) (7)(C)

Trainer

(b) (6), (b) (7)(C)

Observation Tallies - Stroke Count Occurrences - Give Appreciative and Constructive Feedback

Drivers Side Backs

XXXX XX XX XX
XXXX XX

Notes:

Straight Backs

XXXX

Notes:

Blind Side Backs

/

Notes:

Cleared High-Low-Protrusions

XXXX XX XX
XXXX XX XX
///

Notes:

Unnecessary Backs

Notes:

Sounds Horn

XXXX XX XX
XXXX XX XX
///

Notes:

Print Driver Name:

(b) (6), (b) (7)(C)

Driver Signature:

Date (b) (6), (b) (7)(C)

Print Trainer Name

(b) (6), (b) (7)(C)

Trainer Signature

Date (b) (6), (b) (7)(C)

Manager Name

(b) (6), (b) (7)(C)

Manager Signature

Date

Trainer Instructions to Driver:

Intersection Crash Avoidance Certification

YELL at every Intersection!

Date: (b) (6), (b) (7)(C)
Driver: (b) (6), (b) (7)(C)

Center: (b) (6), (b) (7)(C)
Trainer: (b) (6), (b) (7)(C)

Driver Has Knowledge	Supervisor Clarifies
Yes or No	Yes or No

Knowledge Review: Rules of Intersection

Yes	No
-----	----

Rule 1:

Yield the right of way.

Indicators

Allow on-coming traffic to clear before turning.
If turning left, make sure you have adequate time to complete the turn safely.
Watch for turning vehicles at intersections that may obscure oncoming traffic behind them.
Never overtake or pass other vehicles in an intersection and never assume you have the right-of-way.

Yes	No
-----	----

Rule 2:

Expect the unexpected.

Indicators

Move through the intersection at a speed that will allow you to stop if necessary.
Anticipate unexpected stops by the vehicle in front of you.
Count 1,2,3 after the car in front has begun to move.

Yes	No
-----	----

Rule 3:

Look left, right, left.

Indicators

Keep your eyes moving. Look left, right, and left again before proceeding through the intersection.
Scan - Don't Stare.
When approaching an intersection with a traffic light, determine your "decision point" - an imaginary distance from the intersection that is determined by traffic and road conditions.

Yes	No
-----	----

Rule 4:

Leave yourself an out.

Indicators

Prior to entering intersection, check your mirrors for activity behind you.
Adjust your vehicle's speed in relation to traffic, road, and visibility conditions.
Leave 1 car length in front when at a stop.

Charles Townsend

Reviewed
Yes or No

Trainers Review of "Critical Intersection Items"

Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

1. Make Adjustments for Inclement Weather.
 - A. Anticipate other vehicles not being able to stop at intersections.
 - B. Brake early to avoid sliding into crosswalks.
2. Avoid Distracted Driving.
 - A. Never use your cell phone while driving.
 - B. Never look at your DIAD while driving.
3. Always Scan (b) (6), (b) (7)(C) Traffic Situations for the Unusual or Emergencies.
 - A. When approaching (b) (6), (b) (7)(C) on, be prepared to stop before (b) (6), (b) (7)(C) intersection.
 - B. Ensure you (b) (6), (b) (7)(C) before (b) (6), (b) (7)(C) intersection.

Trainer Signature:

Date:

Driver Signature:

Date:

Manager Signature:

Date:



United Parcel Service

DRILL DRIVE WORKSHEET
(Package Vehicles)

- ☒ New Driver Training
☐ Periodic Driver Training
☐ Crash Follow-up
☐ Re Auto Prevention Training

Date of Observation: (b) (6), (b) (7)(C)

Employee ID Number: (b) (6), (b) (7)(C)

Driver: (b) (6), (b) (7)(C)

License Expiration: (b) (6), (b) (7)(C)

Observer: (b) (6), (b) (7)(C)

SLIC #: (b) (6), (b) (7)(C)

Drill Drive Location: ☒ On Road ☐ On Property☒ Drill Drive No. 1☐ Drill Drive No. 2☐ Drill Drive No. 3**Stroke count on lines below:**

Eye Lead Time: Reference Point

Following Time: In Seconds

Left Intersection:
Hazard or Clear?Right Intersection:
Hazard or Clear?Traffic Lights: Fresh or Stale?
Point of Decision?Left Curb: Motorists & Pedestrians
Hazard or ClearRight Curb: Motorists & Pedestrians
Hazard or ClearLeft Mirror:
Hazard or Clear?Right Mirror:
Hazard or Clear?

Speed Limit

Instructions:

The Driver Drill is to be completed in 2 minutes. The observer should record eye movements of the driver by stroke counting potential hazards in changing traffic situations. The goal of Defensive Driving is to move eyes to front every 2 seconds and to the rear every 5-8 seconds, or over a 2 minute time span to have 30 eye movements to the front and 15 to the rear. This is done by using the Triangle Viewing Habit. The Drill Points that are to be observed are: Eye Lead Time by Reference Point, Following Time In Seconds, Left and Right Intersections, Traffic Lights, Motorists and Pedestrians, and Mirrors. (Drill Drives completed on property will have reduced elements for observation.)

Count the number of eye movements above and record below:

	Front					Rear		Total Eye Movements
	Eye Lead Time	Following Time	Intersections	Traffic Lights	Motorists & Pedestrians	Mirrors	Speed	
Drill #1	8	8	9	3	8	8	1	46
Drill #2								
Drill #3								

Driver Signature: (b) (6), (b) (7)(C)

Date: (b) (6), (b) (7)(C)

Observer Signature: (b) (6), (b) (7)(C)

Date: (b) (6), (b) (7)(C)

Manager Signature: (b) (6), (b) (7)(C)

Date: (b) (6), (b) (7)(C)

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only



Service Provider Record Of Safe Work Methods

Review driver's entire injury history with the driver.
Driver reminded of injury reporting procedures.

☒ Y ☐ N
☒ Report immediately

Number of Injuries
☒ On-line reporting

New Driver Training ☒
Periodic Driver Training ☐
TAW First Day (enter date)
LT Injury Follow-up (enter injury date)
RPP Training (enter injury date)

Job Set Up

- ☒ 1. Dresses to control body heat
- ☒ 2. Wears sturdy work shoes with leather uppers & slip-resistant soles
- ☒ 3. Stretches prior to job start
- ☒ 4. Drinks water throughout the day
- ☒ 5. Arrives early and gets organized
- ☒ 6. Concentrates on the tasks at-hand and avoids distractions
- ☒ 7. Has the employee been trained in job methods?
- ☒ 8. Has appropriate equipment to complete their job

Safety Tip: "Preparation for the workday prevents injuries"

Lifting and Lowering

- ☒ 9. Driver can explain & demonstrate the Power Zone for lifting and lowering
 - Range of motion that provides maximum strength
 - Close to body; lifting range from mid thigh to armpits

Eight Keys To Lifting And Lowering

- ☒ 10-1. Gets close to the object—works within Power Zone
- ☒ 10-2. Positions feet shoulder-width apart, one slightly in front of the other
- ☒ 10-3. Bends at the knees - keep the natural curve of the back
- ☒ 10-4. Tests the object for weight and shifting contents
- ☒ 10-5. Gets a firm grip and grasp opposite corners
- ☒ 10-6. Lifts with a smooth, steady motion—doesn't jerk
- ☒ 10-7. Moves feet-step or pivot—doesn't twist
- ☒ 10-8. Uses the existing equipment or facilities to assist in lifting and lowering
- ☒ 11. Uses handcarts for large loads to avoid excess lifting and multiple trips to from their pickup and delivery location
- ☒ 12. Loads carry aid outside of vehicle
- ☒ 13. Leverages heavy packages when entering / exiting vehicle
- ☒ 14. Positions their body to avoid end range motions

Safety Tip: "Never get caught in the double play"

Slips and Falls

Five Keys To Prevent Slips And Falls

- ☒ 15-1. Walks at a brisk pace—does not run
- ☒ 15-2. Establishes firm footing to maintain balance
- ☒ 15-3. Does not walk on rollers, chutes, slides or unsecured belt
- ☒ 15-4. Looks before stepping—scans work area
- ☒ 15-5. Makes adjustments based on changing conditions
- ☒ 16. Parks to avoid slip and fall hazards
- ☒ 17. Only uses driver side door for small or no package stop and when free of vehicle traffic
- ☒ 18. Uses handrail when entering and exiting
- ☒ 19. If necessary, packages are placed on the cab floor before exiting
- ☒ 20. Packages are placed on cargo floor when making rear door delivery
- ☒ 21. Uses optimum carries that do not obstruct vision of the walk path.
- ☒ 22. Uses efficient and safe walk path.

Safety Tip: "Maintain a stance that puts you in control"

Pushing and Pulling

- ☒ 23. Driver can explain & demonstrate the Power Zone for pushing and pulling
 - Body aligned with direction of motion;
 - Hands in front of body from near waist level up to the armpits

- ☒ 24. Keeps the work in front of them, within their Power Zone
- ☒ 25. Pulls the carry aid over curbs, up steps and around corners
- ☒ 26. Pushes the carry aid over level surfaces
- ☒ 27. Squares shoulders to the bulkhead door and closes door prior to sitting in their seat to eliminate end range motion
- ☒ 28. Squares shoulders to shelf when moving packages to select area
- ☒ 29. Slides, walks or rolls heavy, less portable objects
- ☒ 30. Controls the momentum of the object when on an incline

Safety Tip: "Think Power Zone. Align your body with direction of movement"

Powered Equipment

- ☒ 31. Uses pedestrian door when entering and exiting facility
- ☒ 32. Uses safest and most direct walk path when going to from the vehicle when parked
- ☒ 33. Establishes eye contact with operator of powered equipment
- ☒ 34. Crosses street from rear of vehicle
- ☒ 35. Clears the walk path by looking left, right, left
- ☒ 36. Uses the conveyor equipment as intended

Safety Tip: "Be aware of surroundings. If it can move, it will"

Plan For The Unexpected

- ☒ 37. Has a set routine
- ☒ 38. Utilizes the designated walk path
- ☒ 39. Stacks packages securely with bottoms fully supported
- ☒ 40. Faces their work (30-45 degree angle)
- ☒ 41. Opens doors cautiously
- ☒ 42. Ensures highlight tape is on all six sides of over 70 lb packages
- ☒ 43. Keeps bulkhead door closed
- ☒ 44. Carry aid is secured inside the cargo area
- ☒ 45. Tilts packages up and back before selecting from shelves
- ☒ 46. Is aware of surroundings at customer locations

Employee Can:

- ☒ 47. Explain the location of emergency equipment shutdown
- ☒ 48. Explain the location of the nearest eyewash / shower
- ☒ 49. Identify the location of Emergency Evacuation Plan
- ☒ 50. Explain the location of the nearest exit
- ☒ 51. Identify their emergency evacuation assembly area
- ☒ 52. Identify their non-evacuation assembly area
- ☒ 53. Describe how they are notified of the need to evacuate
- ☒ 54. Demonstrate proper conveyor securing

Hazardous / Dangerous Goods

- ☒ 55. Understands procedures involving a damaged/leaking package
- ☒ 56. Understands prohibited hazardous materials poster
- ☒ 57. Knows how to load hazardous material shipments
- ☒ 58. Knows procedure for hazardous materials shipping papers

Safety Tip: "If it can happen, it will"

Service Provider can explain and demonstrate the 8 Keys To Lifting And Lowering: Yes ☒ No ☐

Service Provider can explain and demonstrate the 5 Keys To Prevent Slips And Falls: Yes ☒ No ☐

Instructions Given (by number)

See instruction (b) (6), (b) (7)(C) Describe how to use the bulkhead door to secure the vehicle on your driver's side. Opposes to while you exit the vehicle. (b) (6), (b) (7)(C)

Service Provider Commitments

(b) (6), (b) (7)(C) (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)

Driver's Signature:

Observer's Signature:

Business Manager's Signature:

Revised 2013.02.28

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Day 7 – Center Qualification – Overview

AM – Prior to Employee Start Time

- Follow up with preload supervisor or look at DMS, in PAS sites only, for appropriate stop count (range between 8.00 and 8.50 hours)

Inside AM

- Review Global Timecard System (GTS) report and other center reports, and record results of all elements in the "Service Provider Trainee Progress Review"
- Give an overview of day 7

On-Road

- Evaluate the Service Provider's progress
- Reinforce the use and benefits of Delivery and Pickup Methods
- Complete Delivery/Pickup Methods Evaluation form

Inside PM

- Review training documentation with Service Provider, be supportive and answer any and all questions

Complete and Review the "New Service Provider Trainee Progress Review" form.

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Delivery/Pickup Methods Evaluation

Service Provider Trainee **(b) (6), (b) (7)(C)** Operating Center **(b) (6), (b) (7)(C)**
 Supervisor **(b) (6), (b) (7)(C)** Car Number **(b) (6), (b) (7)(C)**
 Date **(b) (6), (b) (7)(C)** Delivery Area **(b) (6), (b) (7)(C)** Pickup Area Number **(b) (6), (b) (7)(C)**

Check (✓) Box 1 = Training Provided

Check (✓) Box 2 = Proficiency Demonstrated

Inside AM					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Be prompt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verify Premium, Over 70 Pounds, & HazMat pkgs
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meet appearance standards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Determine first 5 stops
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verify DIAD information	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handle minimum of packages
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Gather Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Leave by assigned exit
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Perform complete pre-trip & sign DVR			

Travel					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Know your car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Size up delivery or pickup order
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Drive safely	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Park appropriately for stops close together
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintain your speed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Park close
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Use knowledge of the area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Back only when necessary
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Provide service with minimum miles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tap horn
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow delivery area trace	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Use camera as an additional mirror when backing up
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow the planned pickup order			

Selection: Inside the Car					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Have a smooth stop car routine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Select from 60-inch floor selection area
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Know the delivery area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handle packages minimum number of times
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Remember five or more stops in advance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Load carry aid with minimum pkg handling
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Plan ahead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Use smooth rear door selection routine
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Use a one-look selection habit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Place packages in equal rows on docks
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select from the 30-inch shelf selection area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow Over 70 lb. pkg handling procedures
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Align and move packages to selection area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handle packages with care
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Face labels for selection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do not record in the car
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do not move packages from shelf to shelf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verify blocking/ bracing of Hazmat pkgs

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Delivery/Pickup Methods Evaluation, cont.

Walking to the Delivery Point					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Know your delivery stop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Carry optimum loads
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scan the path for obstructions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Use a carry aid when needed
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Walk with a brisk pace	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Carry the DIAD on the first trip
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verify address and street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handle the DIAD with care
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Call out "UPS"			

Making the Delivery					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attract immediate attention	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Be professional and courteous
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Record during unavoidable delays	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organize COD turn-in progressively
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Announce time-sensitive packages	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Make indirect delivery attempts and leave InfoNotice first
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Announce COD's and Call Tags	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Use InfoNotice correctly
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Put packages in final position	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow Service Provider Release guidelines
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Expose labels for ease of recording	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Convey attitude of valuing the customer's business
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Place like shipper numbers together	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Develop additional volume and sales leads
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Get the receiver's signature first	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow Adult Signature Required procedures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow the DIAD recording procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow Return Services procedures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Keep contact brief and business-like	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Remove Hazmat shipping papers from pouch.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Continue to convey sense of urgency			

Walking from the Delivery Point					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Record the next stop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Have the key ready
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Plan ahead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Check pedestrian and traffic conditions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow DIAD text messaging procedures	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow EDD Usage Methods	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow CPaD Usage Methods	<input type="checkbox"/>	<input type="checkbox"/>	

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Delivery/Pickup Methods Evaluation, cont.

Inside the Car					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Have storage area for Send Agains and Returns	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow the start car routine
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do not record in the car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Move out without delay

Making the Pickup					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Arrive at pickup point on schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Encourage additional volume
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Greet shipper by name	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scan Letter Center barcode and packages
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Discourage not-ready situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clean and re-supply Letter Centers
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Visually scan shipping records	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow On-Call Air pickup procedures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scan barcode on Pickup Summary accounts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scan ARS and Internet packages from walkup customers
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ask if shipping information transmitted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assemble multiple package International shipments
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Check address & service level of packages	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pickup International packages using ISAT procedures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verify proper packaging of pickup materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pickup HazMats from contract Hazmat shippers only
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Record pickup in DIAD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verify Hazmat labeling and shipper certification
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Use carry aid to eliminate extra trips			

Loading Pickup Packages					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Count the packages out loud	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Containerize smalls & load toward rear
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handle packages with care	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Segregate send-agains and appropriate pickup packages
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Load single-trip carries through bulkhead door	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Load hazardous materials packages on floor
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Utilize bottom shelves fully	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow Over 70 lb. pkg handling procedures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stack tight, secure load on shelf and floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Load Over 70 lb. packages on floor toward rear
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Face labels to rear or up	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Organize turn in materials progressively

Comments:

Continue to focus on selecting from the 30 and 40 lb. boxes to the Selection Area

Service Provider Trainee Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

NSPT Trainer Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

Day 8– Center Qualification – Overview

AM – Prior to Employee Start Time

- Follow up with preload supervisor or look at DMS, in PAS sites only, for appropriate stop count (range between 8.00 and 8.50 hours)

Inside AM

- Review Global Timecard System (GTS) report and other center reports, and record results of all elements in the "Service Provider Trainee Progress Review"
- Make daily positive contacts with the trainee

On-Road

- Communicate with Service Provider via DIAD and phone, as necessary

Inside PM

- Make daily positive contacts with the trainee
- Complete the PM Quality Review

Complete and Review the "New Service Provider Trainee Progress Review" form.

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Service Provider PM Quality Review

Service Provider Trainee Name: (b) (6), (b) (7)(C)
Center: (b) (6), (b) (7)(C) Date: (b) (6), (b) (7)(C)
Delivery Area: (b) (6), (b) (7)(C) Pickup Area: (b) (6), (b) (7)(C)
License Expiration date: (b) (6), (b) (7)(C)
DOT physical: (b) (6), (b) (7)(C)
X the appropriate box or fill in the blank.

DRIVER VEHICLE INSPECTION REPORT

Properly completed and turned in?

Yes No
☒ ☐

PACKAGES BEING RETURNED TO CENTER

Number of missed packages?
Number of Paid send-agains?
Proper service cross on all send-agains?
Number of returns?
RS Packages handled properly
Number of incorrect addresses?
Reasonable effort made to secure good address?
Hazardous materials pouch empty?
Number of damages?

0
0
☒ ☐
0
☒ ☐
0
☒ ☐
0
☒ ☐
0

PICKUP LOAD

Tight, secure load with shelves fully utilized?
Properly segregated S/A and appropriate pickup packages?
Smalls containerized?
Over 70 lb. packages labeled and loaded near rear?
Packages packed and labeled properly?
International shipments have shipment checklist attached?

☒ ☐
☒ ☐
☒ ☐
☒ ☐
☒ ☐
☒ ☐

C.O.D. TURN-IN

Are all checks made out properly?
Instructions followed on all C.O.D. tags?
Did Service Provider do a progressive on-area turn-in?

☒ ☐
☒ ☐
☒ ☐

PICKUP RECORDS

Number of missed pickups?
Accuracy and completeness of pickup records:
Number voids without shipper initials?
Number high-risk packages not signed?
Service Provider knows high-claim accounts?
UPS Shipping Record:
Number audited?
Number missing or incorrect date?
Number missing or illegible shipper number?
Number missing weights?
Number missing service level?
Number missing or incorrect package count?

0
0
0
0
0
0
0
0
0
0
0
0

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Service Provider PM Quality Review, cont.

Computer Manifest:

Number audited?
Number missing or illegible shipper numbers?
Number missing or illegible date?
Number missing or incorrect package count?
Number missing detail sheets?

0
0
0
0
0

ASD

Number audited?
Number missing account numbers?
Number missing weights or zones?

1
0
0
0

COMPARE RETURN PACKAGES WITH DIAD RECORDS

Number audited?
Number incorrectly recorded?

0
0

APPEARANCE.

Personal (Circle One)
Vehicle (Circle One)
Inside (Circle One)
Outside (Circle One)

Good	Fair	Poor
Good	Fair	Poor
Good	Fair	Poor
Good	Fair	Poor

List the areas of highest proficiency:

Tight Secure Pick up Load, Smooth Load/unload

List the "most-help-needed" areas:

Service Provider Trainee Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

NSPT Trainer Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Day 9– Center Qualification – Overview

AM – Prior to Employee Start Time

- Follow up with preload supervisor or look at DMS, in PAS sites only, for appropriate stop count (range between 8.00 and 8.50 hours)

Inside AM

- Review Global Timecard System (GTS) report and other center reports, and record results of all elements in the "Service Provider Trainee Progress Review"
- Make daily positive contacts with the trainee
- Complete the AM Quality Review

On-Road

- Communicate with Service Provider via DIAD and phone, as necessary

Inside PM

- Make daily positive contacts with the trainee

Complete and Review the "New Service Provider Trainee Progress Review" form.

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Service Provider AM Quality Review

Service Provider Trainee Name: (b) (6), (b) (7)(C)
Center: (b) (6), (b) (7)(C) Date: (b) (6), (b) (7)(C)
Delivery Area: (b) (6), (b) (7)(C) Pickup Area: (b) (6), (b) (7)(C)
License Expiration date: (b) (6), (b) (7)(C)
DOT physical: (b) (6), (b) (7)(C)
Mark the appropriate response to document behavior.

BE PROMPT

Arrive at the center on time

Yes ☒ No ☐

APPEARANCE

Personal (Circle One)

Good ☒ Fair ☐ Poor ☐

VERIFY DIAD INFORMATION

Handle with care

Clean, damage-free, and operational

Verify that DIAD information is accurate and complete

☒ ☐
☒ ☐
☒ ☐

ATTEND PCM

On time

Engaged

☒ ☐
☒ ☐

GET SUPPLIES

Supplies adequate but not overstocked

Drop Box supplies

Emergency supply of customer materials

☒ ☐
☒ ☐
☒ ☐

PERFORM GET EDD

Local procedures followed for "Get EDD"

☒ ☐

PERFORM COMPLETE PRETRIP

Complete vehicle inspection

DVIR complete

☒ ☐
☒ ☐

FOLLOW CENTER EXIT ROUTINE

Follow proper exit routine

☒ ☐

SET ROUTINE

Service Provider has an orderly routine when completing Inside AM

☒ ☐

Additional Comments:

Service Provider Trainee Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

NSPT Trainer Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

Day 10– Center Qualification – Overview

AM – Prior to Employee Start Time

- Follow up with preload supervisor or look at DMS, in PAS sites only, for appropriate stop count (range between 8.00 and 8.50 hours)

Inside AM

- Review Global Timecard System (GTS) report and other center reports, and record results of all elements in the "Service Provider Trainee Progress Review"
- Make daily positive contacts with the trainee

On-Road

- Communicate with Service Provider via DIAD and phone, as necessary
- Complete On-area Observation

Inside PM

- Make daily positive contacts with the trainee

Complete and Review the "New Service Provider Trainee Progress Review" form.

- This is an in-depth review that should cover all the trainee is doing well, areas of improvement, and "action plans" to improve

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

On-Area Observation Form

PMEST Observation Form

Most Common Injury: Falls - Slips

Most Severe Injury: Lifting - Lowering

Push - Pulls

DATE / TIME:

OBSERVER'S NAME:

OPERATION:

JOB FUNCTION:

Package Driver

WORK AREA:

Observation Completed by (Check One):

☐ Manager/Supervisor

☐ Self Check or UPS Self-Evaluation

☐ CHSP Mgr/Sup or H&S Mgr/Sup

☐ CHSP Member (non-mgmt)

☐ Liberty Mutual

Loss Area	Behavior/Method	Safe	Total	At-Risk	Total	Appreciative Feedback	Constructive Feedback	Feedback Comments
Falls - Slips	F-2: At the curbside door uses the handrail when entering/exiting the package car.							
Falls - Slips	F-8: Maintains unobstructed egress.							
Falls - Slips	F-10: Carries packages with unobstructed forward view.							
Falls - Slips	F-60: At the driver or rear doors driver uses three points of contact when entering/exiting the package car.							
Lifting - Lowering	LL-1: Gets close to the object, works within Power Zone.							
Lifting - Lowering	LL-2: Bends at knees (not at the waist), keeps the natural curve of the back							
Lifting - Lowering	LL-14: Service Provider uses equipment and facilities to assist in the lift and lower							
Lifting - Lowering	LL-19: An object stays over the employee's feet (pivots feet, avoids twisting)							
Pushing - Pulling	PP-35: When using a carry aid on level surfaces, driver pushes carry aid							
Pushing - Pulling	PP-40: When pulling or pushing a carry aid, driver's hands are at or slightly above waist level							
Pushing - Pulling	PP-45: Driver squares shoulders to bulk head door when closing							
Pushing - Pulling	PP-47: When selecting a package from a shelf in the rear cargo area, driver pulls or slides package into their Power Zone while leveraging the package on the edge of the shelf							

DATE / TIME:

(b) (6), (b) (7)(C)

OBSERVER'S NAME:

(b) (6), (b) (7)(C)

NUMBER OF EMPLOYEES
OBSERVED ON THIS FORM

OPERATION:

Massillon On Road - South Division - Great Lakes Division

JOB FUNCTION:

Package Driver

WORK AREA:

(b) (6), (b) (7)(C)

NAME (OPTIONAL):

(b) (6), (b) (7)(C)

CLEAR THIS FORM but
NOT Current
Observations from
Workbook Guide

Observation Completed by (Check One):

☒ Manager/Supervisor☐ Self Check or UPS Self-Evaluation☐ CHSP Mngt/Sup or H&S Mngt/Sup☐ CHSP Member (non-mgmt)☐ Liberty Mutual

Loss Area	Behavior/Method	Safe	Total	At-Risk	Total	Appreciative Feedback	Constructive Feedback	Feedback Comments
Animal - Dog Bite	DB-1: When making stop, UPS driver honks horn (dog bite prevention).		4	0	0	4	0	
Animal - Dog Bite	DB-6: When dog is seen or heard in the house, driver holds the door or places foot against door.	0	0	0	0	0	0	
Lifting - Lowering	L/L-2: Bends at knees (not at the waist), keeps the natural curve of the back	0	0	0	0	0	0	
Falls - Slips	F-2: At the curbside door uses the handrail when entering/exiting the package car.	"	1	0	0	1	0	
Falls - Slips	F-38: Looks down before stepping off the dock/ladder to ensure footing on a stationary surface	0	0	1	1	0	1	Always look before stepping off the vehicle recognizing the ground surface you're about to step down onto to help prevent slip/fall injuries
Falls - Slips	F-50: Parks to avoid slip and falls hazards		4	0	0	4	0	
Cyclist	C-5: Driver uses horns or lights to establish eye contact with motorists and pedestrians at intersections		4	0	0	4	0	
Cyclist	C-2: Driver stops the vehicle short of crosswalk or sidewalk (not in it)	0	0	0	0	0	0	
Hit Stationary Object	HSO-14: Driver parks no closer than 4 feet from stationary objects		4	0	0	4	0	
Hit Stationary Object	HSO-1: Driver identifies stationary objects prior to parking	"	1	0	0	1	0	
Intersection	Int-2: Driver looks left, right, left prior to driving into an intersection controlled by signs or signals	1	1	0	0	1	0	
Intersection	Int-1: Driver looks left, right, left and checks mirrors when starting up at intersections	1	1	0	0	1	0	

Comment on any other Safe and/or At-Risk behaviors that were observed, but not listed on this observation form, and the feedback that was provided:

List any at-risk behaviors beyond the control of the employee:

PACKAGE AND FEEDER QUESTION: Did this observation occur during a Record of Safety Ride (circle one)?

YES

NO

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Based on the employee's progress through Day 9, please indicate additional training planned:

Areas of strength:

- *Responsive to Learning*
- *Positive Attitude*
-
-
-
-

Areas needing improvement:

- *Continue to focus on the 3rd Mother - Specifically the 3rd Mother*
- *Continue to focus on Safety*
-
-
-
-

Employee's Signature:

(b) (6), (b) (7)(C)

Date:

(b) (6), (b) (7)(C)

Supervisor's Signature:

(b) (6), (b) (7)(C)

Date:

(b) (6), (b) (7)(C)

Day 11– Center Qualification – Overview

AM – Prior to Employee Start Time

- Follow up with preload supervisor or look at DMS, in PAS sites only, for appropriate stop count (range between 8.00 and 8.50 hours)
- Complete Scancheck Audit

Inside AM

- Review Global Timecard System (GTS) report and other center reports, and record results of all elements in the "Service Provider Trainee Progress Review"
- Make daily positive contacts with the trainee

On-Road

- Communicate with Service Provider via DIAD and phone, as necessary

Inside PM

- Make daily positive contacts with the trainee

Complete a Virtual OJS using Telematics

Complete and Review the "New Service Provider Trainee Progress Review" form.

Scancheck Audit

Perform a Scancheck Audit on the trainee's package car

- Have the preload scan all packages for the trainee's delivery day
- Link to Scancheck procedures can be found on the iGate under Operations

Excellence → Analysis Tools

- <https://igate.inside.ups.com/igateway/apps/index.cfm?action=CorpOpExcel.AnalysisTools.scancheck&strFuncName13987=Instructions&strFuncAction13987=Index>

Day 12– Center Qualification – Overview

AM – Prior to Employee Start Time

- Follow up with preload supervisor or look at DMS, in PAS sites only, for appropriate stop count (range between 8.00 and 8.50 hours)

Inside AM

- Review Global Timecard System (GTS) report and other center reports, and record results of all elements in the "Service Provider Trainee Progress Review"
- Make daily positive contacts with the trainee
- Review Scancheck Audit
 - o Print Scancheck summary
 - o Have the driver sign the audit and attach to Training Profile

On-Road

- Communicate with Service Provider via DIAD and phone, as necessary

Inside PM

- Make daily positive contacts with the trainee

Complete and Review the "New Service Provider Trainee Progress Review" form.

Day 13 – Center Qualification – Overview

AM – Prior to Employee Start Time

- Follow up with preload supervisor or look at DMS, in PAS sites only, for appropriate stop count (range between 8.00 and 8.50 hours)

Inside AM

- Review Global Timecard System (GTS) report and other center reports, and record results of all elements in the "Service Provider Trainee Progress Review"

On-Road

- Accompany Service Provider trainee
- Evaluate the Service Provider's progress in all areas of the job
- Complete the Delivery/Pickup Methods Evaluation form
- Complete Space & Visibility Review form

Inside PM

- Review training documentation with Service Provider

Complete and Review the "New Service Provider Trainee Progress Review" form.

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Delivery/Pickup Methods Evaluation

Service Provider Trainee **(b) (6), (b) (7)(C)** Operating Center **(b) (6), (b) (7)(C)**
 Supervisor **(b) (6), (b) (7)(C)** Car Number **(b) (6), (b) (7)(C)**
 Date **(b) (6), (b) (7)(C)** / **(b) (6), (b) (7)(C)** Delivery Area **(b) (6), (b) (7)(C)** Pickup Area Number **(b) (6), (b) (7)(C)**

Check (✓) Box 1 = Training Provided

Check (✓) Box 2 = Proficiency Demonstrated

Inside AM					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Be prompt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verify Premium, Over 70 Pounds, & HazMat pkgs
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meet appearance standards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Determine first 5 stops
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verify DIAD information	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handle minimum of packages
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Gather Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Leave by assigned exit
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Perform complete pre-trip & sign DVR			

Travel					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Know your car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Size up delivery or pickup order
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Drive safely	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Park appropriately for stops close together
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintain your speed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Park close
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Use knowledge of the area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Back only when necessary
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Provide service with minimum miles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tap horn
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow delivery area trace	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Use camera as an additional mirror when backing up
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow the planned pickup order			

Selection: Inside the Car					
1	2		1	2	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Have a smooth stop car routine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Select from 60-inch floor selection area
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Know the delivery area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handle packages minimum number of times
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Remember five or more stops in advance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Load carry aid with minimum pkg handling
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Plan ahead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Use smooth rear door selection routine
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use a one-look selection habit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Place packages in equal rows on docks
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select from the 30-inch shelf selection area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow Over 70 lb. pkg handling procedures
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Align and move packages to selection area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handle packages with care
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Face labels for selection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Do not record in the car
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do not move packages from shelf to shelf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verify blocking/ bracing of Hazmat pkgs

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Delivery/Pickup Methods Evaluation, cont.

Walking to the Delivery Point					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Know your delivery stop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Carry optimum loads
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scan the path for obstructions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Use a carry aid when needed
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Walk with a brisk pace	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Carry the DIAD on the first trip
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verify address and street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handle the DIAD with care
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Call out "UPS"			

Making the Delivery					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attract immediate attention	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Be professional and courteous
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Record during unavoidable delays	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organize COD turn-in progressively
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Announce time-sensitive packages	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Make indirect delivery attempts and leave InfoNotice first
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Announce COD's and Call Tags	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Use InfoNotice correctly
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Put packages in final position	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow Service Provider Release guidelines
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Expose labels for ease of recording	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Convey attitude of valuing the customer's business
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Place like shipper numbers together	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Develop additional volume and sales leads
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Get the receiver's signature first	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow Adult Signature Required procedures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow the DIAD recording procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow Return Services procedures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Keep contact brief and business-like	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Remove Hazmat shipping papers from pouch.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Continue to convey sense of urgency			

Walking from the Delivery Point					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Record the next stop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Have the key ready
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Plan ahead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Check pedestrian and traffic conditions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow DIAD text messaging procedures	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow EDD Usage Methods	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow CPaD Usage Methods	<input type="checkbox"/>	<input type="checkbox"/>	

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Delivery/Pickup Methods Evaluation, cont.

Inside the Car					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Have storage area for Send Agains and Returns	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow the start car routine
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do not record in the car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Move out without delay

Making the Pickup					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Arrive at pickup point on schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Encourage additional volume
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Greet shipper by name	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scan Letter Center barcode and packages
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Discourage not-ready situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clean and re-supply Letter Centers
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Visually scan shipping records	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow On-Call Air pickup procedures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scan barcode on Pickup Summary accounts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scan ARS and Internet packages from walkup customers
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ask if shipping information transmitted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assemble multiple package International shipments
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Check address & service level of packages	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pickup International packages using ISAT procedures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verify proper packaging of pickup materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pickup HazMats from contract Hazmat shippers only
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Record pickup in DIAD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verify Hazmat labeling and shipper certification
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Use carry aid to eliminate extra trips			

Loading Pickup Packages					
1	2		1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Count the packages out loud	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Containerize smalls & load toward rear
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handle packages with care	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Segregate send-agains and appropriate pickup packages
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Load single-trip carries through bulkhead door	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Load hazardous materials packages on floor
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Utilize bottom shelves fully	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow Over 70 lb. pkg handling procedures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stack tight, secure load on shelf and floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Load Over 70 lb. packages on floor toward rear
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Face labels to rear or up	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organize turn in materials progressively

Comments:

Focus on Training Process - Smooth Stop and Return
One back Street - Hold a Strong Package to
Location Area

Service Provider Trainee Signature **(b) (6), (b) (7)(C)** Date **(b) (6), (b) (7)(C)**

NSPT Trainer Signature **(b) (6), (b) (7)(C)** Date **(b) (6), (b) (7)(C)**

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only



United Parcel Service

Service Provider
Record Of Safety Ride

New Driver Training

Periodic Driver Training

Crash Follow-up (enter crash date)

RAP Training (enter crash date)

License Expiration

Center

DOT Expiration

Demonstration Time From: To:

Date Of Observation

Driver

Observer

Ride Station

Instructions: Enter "Y" or "N" in the check box as appropriate for each statement. A minimum of three observations for each statement must be made in those areas with three check boxes. If not observed, review with employee and enter "R" in the check box.

PRE-TRIP INSPECTION OF VEHICLE

1. Looks for leakage of coolants, fuel, lubricants
2. Checks all tires, marker lights, doors, glass, mirrors, reflectors
3. Checks horn, windshield wipers, gauges, steering, defrosters, fuel
4. Checks brake action and hand brake adjustments
5. Checks emergency warning devices, fire extinguisher, U6350
6. Checks rear vision camera/monitor and reverse lights
7. Checks turn signals, headlights, emergency flashers
8. Checks for hazardous materials poster, Emergency Response Guide
9. Checks seatbelt, DOT number, reviews and signs DVIR
10. Adjusts mirrors at Mirror Station prior to leaving

ENGINE, CLUTCH AND TRANSMISSION

11. Buckles belt, starts engine
12. Uses clutch properly, shift gears smoothly in sequence
13. Refrains from over revving and / or rolling back

AIM HIGH IN STEERING - Find a safe path well ahead

14. Looks ahead in travel path
15. Centers vehicle in traffic lane at all times
16. Hands properly positioned on steering wheel
17. Maintains proper driving posture
18. Maintains eight to twelve seconds of eye lead time
19. Checks traffic and turns when path is clear
20. Makes smooth, safe turns, and centered in traffic lane
21. Squares corners - does not cut short, turns lane to lane
22. Avoids shifting on turns
23. Applies "right turn on red" correctly

GET THE BIG PICTURE - Stay back and see it all

24. In city or residential traffic, looks one block ahead
25. In city traffic, looks building line to building line
26. On highway or rural roads, looks fence line to fence line
27. On highway or rural roads, looks one-half mile ahead
28. Uses proper space cushion to avoid sudden stops
29. Adjusts to changing traffic conditions
30. Does not tailgate, maintains proper space cushion
31. Identifies "billboards" and adjusts to traffic conditions
32. Passes with sufficient and clear space ahead
33. When stopped in traffic, leaves one car length

KEEP YOUR EYES MOVING - Scan, don't stare

34. Driver stays alert
35. Does not stare, disposes of eye-holding problems
36. Moves eyes using the triangular method
37. Checks mirrors every 5 to 8 seconds
38. Approaches prepared to stop, foot covering brake
39. Clears crossing by looking left, right, left in advance
40. Selects proper gear prior to crossing at a safe speed

Service Provider knows the 5 Seeing Habits: Y N

Service Provider knows the 10 Point Commentary: Y N

Driver Drill completed: Y N

KEEP YOUR EYES MOVING (Continued)

Intersections

41. Heads all traffic signs
42. Approaches intersections prepared to stop
43. Checks left, right, left at all intersections
44. Checks mirrors while approaching intersection
45. Stops behind stop line or cross-walk
46. In neutral, emergency brake on at stop light (manual)
47. Foot on brake, emergency brake on at stop light (automatic)
48. Counts one, two, three after vehicle ahead moves
49. Handles stale green lights and point of decision
50. Scans steering wheels of parked vehicles
51. When stopped to turn direction, maintains steer ade straight

LEAVE YOURSELF AN OUT - Be Prepared. Expect the unexpected

52. Leaves other vehicle sufficient space
53. Maintains 4 - 6 seconds following time in speeds <30 mph
54. Maintains 6 - 8 seconds following time in speeds >30 mph
55. Allows for space on all sides of vehicle
56. When starting up at an intersection looks left, right, left
57. Uses path of least resistance
58. Adjusts speed to varying road, weather and traffic conditions
59. Avoids all unnecessary backing including residential driveways
60. If necessary, back first
61. Checks rear immediately before backing
62. Taps horn continuously when backing
63. Looks back as well as checking mirrors and monitor
64. Backs to driver's side
65. If in doubt or conditions have changed, driver gets out and looks
66. Backs at a controlled speed
67. Uses monitor and volume of rearview camera
68. Recognizes doubtful situations

MAKE SURE THEY SEE YOU - Don't Gamble. Use horn, lights and signals

69. Establishes eye to eye contact
70. Uses horn properly
71. Upon return to car, scans area around vehicle
72. Checks in front, under, and behind the vehicle
73. Rechecks if conditions have changed
74. Signals lane changes well in advance
75. Dims headlights for oncoming traffic
76. Signals intention well in advance
77. Alerts traffic to rear when stopping, comes to a full stop
78. Uses four-ways as prescribed by DOT, parks close to curb
79. When pulling from curb, looks over left shoulder
80. Checks mirrors and pulls mirrors in when stopped

POST TRIP

81. Checks exterior - tires, all lights, doors, glass, mirrors, reflectors
82. Checks horn, windshield wipers, gauges, steering, defrosters, fuel
83. Checks brake action and hand brake adjustments
84. Checks vehicle for damage, signs DVIR

Instructions Given (by number):

Service Providers Commitments:

Day 14– Center Qualification – Overview

AM – Prior to Employee Start Time

- Follow up with Preload supervisor or look at DMS, in PAS sites only, for appropriate stop count (range between 8.00 and 8.50 hours)
- Complete AM Quality Review

Inside AM

- Review Global Timecard System (GTS) report and other center reports, and record results of all elements in the "Service Provider Trainee Progress Review"

Complete and Review the "New Service Provider Trainee Progress Review" form.



United Parcel Service
Record of Safety Ride
Addendum Form

437	Have witness using 5 to 6 seconds - Don't neglect
	The Passenger Seat monitor

439	Instructions (b) (6), (b) (7)(C) Handles the Green light and Don't
	of Decision This is as it applies to once having reached
	The Don't or Decision to Sound through a changing sound

light for you hear to clear the other Driver's actions
you or your intentions

418	Instructions (b) (6), (b) (7)(C) Recognize Don't and Sound
	This is again as it applies to the Don't or Decision
	as previously instructed

410	Instructions (b) (6), (b) (7)(C) are here properly. This is as it applies
	to the Don't or Decision as previously instructed. - Do
	notative Not reactive when communicating with the

other Driver's actions you

Driver's Signature:

Observer's Signature:

Business Manager's Signature:

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Backing Crash Avoidance OJS

PRE-TRIP PROCEDURES

Driver visually checks to see the entire rear bumper in monitor
Checks the Day/Night controls during pre-trip
Properly adjusts the Bright/Contrast setting
Driver listens for the audio function of the camera sys, when testing rev
Driver inspects both mirrors for proper position

Yes/No
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

DAILY OPERATION

Driver knows the distance of view through the monitor (30 feet)
The clarity of the image will be altered due to shadows/Sunlight.
Driver visually clears the backing area prior to maneuver
Rear Vision Camera is not a replacement for existing backing methods
Understands that the system does not detect overhead objects

Yes/No
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Planned number of BACKS

25

Actual number of BACKS

25

Date

(b) (6), (b) (7)(C)

Center

(b) (6), (b) (7)(C)

Driver

(b) (6), (b) (7)(C)

Trainer

(b) (6), (b) (7)(C)

Observation Tallies - Stroke Count Occurrences - Give Appreciative and Constructive Feedback

Drivers Side Backs

XXXXXX
X

Notes:

Straight Backs

////

Notes:

Blind Side Backs

///

Notes:

Cleared High-Low-Protrusions

XXXXX
XXXXX

Notes:

Unnecessary Backs

Notes:

Sounds Horn

XXXXX
XXXXX

Notes:

Print Driver Name:

(b) (6), (b) (7)(C)

Driver Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

Print Trainer Name

(b) (6), (b) (7)(C)

Trainer Signature

Date

(b) (6), (b) (7)(C)

Manager Name

(b) (6), (b) (7)(C)

Manager Signature

Date

(b) (6), (b) (7)(C)

Trainer Instructions to Driver:

Intersection Crash Avoidance Certification

YELL at every Intersection!

Date: (b) (6), (b) (7)(C)
Driver: (b) (6), (b) (7)(C)

Center: (b) (6), (b) (7)(C)
Trainer: (b) (6), (b) (7)(C)

Driver Has Knowledge	Supervisor Clarifies
Yes or No	Yes or No

Yes

Rule 1:
Indicators

Yield the right of way.

Allow on-coming traffic to clear before turning.
If turning left, make sure you have adequate time to complete the turn safely.
Watch for turning vehicles at intersections that may obscure oncoming traffic behind them.
Never overtake or pass other vehicles in an intersection and never assume you have the right-of-way.

Yes

Rule 2:
Indicators

Expect the unexpected.

Move through the intersection at a speed that will allow you to stop if necessary.
Anticipate unexpected stops by the vehicle in front of you.
Count 1,2,3 after the car in front has begun to move.

Yes

Rule 3:
Indicators

Look left, right, left.

Keep your eyes moving. Look left, right, and left again before proceeding through the intersection.
Scan - Don't Stare.
When approaching an intersection with a traffic light, determine your "decision point" - an imaginary distance from the intersection that is determined by traffic and road conditions.

Yes

Rule 4:
Indicators

Leave yourself an out.

Prior to entering intersection, check your mirrors for activity behind you.
Adjust your vehicle's speed in relation to traffic, road, and visibility conditions.
Leave 1 car length in front when at a stop.

Clarissa L. Davis

Reviewed
Yes or No

Trainers Review of "Critical Intersection Items"

Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes

1. Make Adjustments for Inclement Weather.
 - A. Anticipate other vehicles not being able to stop at intersections.
 - B. Brake early to avoid sliding into crosswalks.
2. Avoid Distracted Driving.
 - A. Never use your cell phone while driving.
 - B. Never look at your DIAD while driving.
3. Always Scan Approaching Traffic Situations for the Unusual or Emergencies.
 - A. When approaching intersection, be prepared to stop.
 - B. Ensure you are clear before entering intersection.

Trainer Signature:

Date:

Manager Signature:

Date:

Driver Signature:

Date:

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

77

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

- ☒ New Driver Training
☐ Periodic Driver Training
☐ Crash Follow-up
☐ Re Auto Prevention Training

Date of Observation: (b) (6), (b) (7)(C)

Employee ID Number: (b) (6), (b) (7)(C)

Driver: (b) (6), (b) (7)(C)

License Expiration: (b) (6), (b) (7)(C)

Observer: (b) (6), (b) (7)(C)

SLIC #: (b) (6), (b) (7)(C)

Drill Drive Location: ☒ On Road ☐ On Property

☒ Drill Drive No. 1

☐ Drill Drive No. 2

☐ Drill Drive No. 3

Stroke count on lines below:

Eye Lead Time: Reference Point ~~1~~ ~~2~~ ~~3~~ ~~4~~ ~~5~~ ~~6~~ ~~7~~ ~~8~~ ~~9~~ ~~10~~ ~~11~~ ~~12~~ ~~13~~ ~~14~~ ~~15~~ ~~16~~ ~~17~~ ~~18~~ ~~19~~ ~~20~~ ~~21~~ ~~22~~ ~~23~~ ~~24~~ ~~25~~ ~~26~~ ~~27~~ ~~28~~ ~~29~~ ~~30~~ ~~31~~ ~~32~~ ~~33~~ ~~34~~ ~~35~~ ~~36~~ ~~37~~ ~~38~~ ~~39~~ ~~40~~ ~~41~~ ~~42~~ ~~43~~ ~~44~~ ~~45~~ ~~46~~ ~~47~~ ~~48~~ ~~49~~ ~~50~~ ~~51~~ ~~52~~ ~~53~~ ~~54~~ ~~55~~ ~~56~~ ~~57~~ ~~58~~ ~~59~~ ~~60~~ ~~61~~ ~~62~~ ~~63~~ ~~64~~ ~~65~~ ~~66~~ ~~67~~ ~~68~~ ~~69~~ ~~70~~ ~~71~~ ~~72~~ ~~73~~ ~~74~~ ~~75~~ ~~76~~ ~~77~~ ~~78~~ ~~79~~ ~~80~~ ~~81~~ ~~82~~ ~~83~~ ~~84~~ ~~85~~ ~~86~~ ~~87~~ ~~88~~ ~~89~~ ~~90~~ ~~91~~ ~~92~~ ~~93~~ ~~94~~ ~~95~~ ~~96~~ ~~97~~ ~~98~~ ~~99~~ ~~100~~ ~~101~~ ~~102~~ ~~103~~ ~~104~~ ~~105~~ ~~106~~ ~~107~~ ~~108~~ ~~109~~ ~~110~~ ~~111~~ ~~112~~ ~~113~~ ~~114~~ ~~115~~ ~~116~~ ~~117~~ ~~118~~ ~~119~~ ~~120~~ ~~121~~ ~~122~~ ~~123~~ ~~124~~ ~~125~~ ~~126~~ ~~127~~ ~~128~~ ~~129~~ ~~130~~ ~~131~~ ~~132~~ ~~133~~ ~~134~~ ~~135~~ ~~136~~ ~~137~~ ~~138~~ ~~139~~ ~~140~~ ~~141~~ ~~142~~ ~~143~~ ~~144~~ ~~145~~ ~~146~~ ~~147~~ ~~148~~ ~~149~~ ~~150~~ ~~151~~ ~~152~~ ~~153~~ ~~154~~ ~~155~~ ~~156~~ ~~157~~ ~~158~~ ~~159~~ ~~160~~ ~~161~~ ~~162~~ ~~163~~ ~~164~~ ~~165~~ ~~166~~ ~~167~~ ~~168~~ ~~169~~ ~~170~~ ~~171~~ ~~172~~ ~~173~~ ~~174~~ ~~175~~ ~~176~~ ~~177~~ ~~178~~ ~~179~~ ~~180~~ ~~181~~ ~~182~~ ~~183~~ ~~184~~ ~~185~~ ~~186~~ ~~187~~ ~~188~~ ~~189~~ ~~190~~ ~~191~~ ~~192~~ ~~193~~ ~~194~~ ~~195~~ ~~196~~ ~~197~~ ~~198~~ ~~199~~ ~~200~~ ~~201~~ ~~202~~ ~~203~~ ~~204~~ ~~205~~ ~~206~~ ~~207~~ ~~208~~ ~~209~~ ~~210~~ ~~211~~ ~~212~~ ~~213~~ ~~214~~ ~~215~~ ~~216~~ ~~217~~ ~~218~~ ~~219~~ ~~220~~ ~~221~~ ~~222~~ ~~223~~ ~~224~~ ~~225~~ ~~226~~ ~~227~~ ~~228~~ ~~229~~ ~~230~~ ~~231~~ ~~232~~ ~~233~~ ~~234~~ ~~235~~ ~~236~~ ~~237~~ ~~238~~ ~~239~~ ~~240~~ ~~241~~ ~~242~~ ~~243~~ ~~244~~ ~~245~~ ~~246~~ ~~247~~ ~~248~~ ~~249~~ ~~250~~ ~~251~~ ~~252~~ ~~253~~ ~~254~~ ~~255~~ ~~256~~ ~~257~~ ~~258~~ ~~259~~ ~~260~~ ~~261~~ ~~262~~ ~~263~~ ~~264~~ ~~265~~ ~~266~~ ~~267~~ ~~268~~ ~~269~~ ~~270~~ ~~271~~ ~~272~~ ~~273~~ ~~274~~ ~~275~~ ~~276~~ ~~277~~ ~~278~~ ~~279~~ ~~280~~ ~~281~~ ~~282~~ ~~283~~ ~~284~~ ~~285~~ ~~286~~ ~~287~~ ~~288~~ ~~289~~ ~~290~~ ~~291~~ ~~292~~ ~~293~~ ~~294~~ ~~295~~ ~~296~~ ~~297~~ ~~298~~ ~~299~~ ~~300~~ ~~301~~ ~~302~~ ~~303~~ ~~304~~ ~~305~~ ~~306~~ ~~307~~ ~~308~~ ~~309~~ ~~310~~ ~~311~~ ~~312~~ ~~313~~ ~~314~~ ~~315~~ ~~316~~ ~~317~~ ~~318~~ ~~319~~ ~~320~~ ~~321~~ ~~322~~ ~~323~~ ~~324~~ ~~325~~ ~~326~~ ~~327~~ ~~328~~ ~~329~~ ~~330~~ ~~331~~ ~~332~~ ~~333~~ ~~334~~ ~~335~~ ~~336~~ ~~337~~ ~~338~~ ~~339~~ ~~340~~ ~~341~~ ~~342~~ ~~343~~ ~~344~~ ~~345~~ ~~346~~ ~~347~~ ~~348~~ ~~349~~ ~~350~~ ~~351~~ ~~352~~ ~~353~~ ~~354~~ ~~355~~ ~~356~~ ~~357~~ ~~358~~ ~~359~~ ~~360~~ ~~361~~ ~~362~~ ~~363~~ ~~364~~ ~~365~~ ~~366~~ ~~367~~ ~~368~~ ~~369~~ ~~370~~ ~~371~~ ~~372~~ ~~373~~ ~~374~~ ~~375~~ ~~376~~ ~~377~~ ~~378~~ ~~379~~ ~~380~~ ~~381~~ ~~382~~ ~~383~~ ~~384~~ ~~385~~ ~~386~~ ~~387~~ ~~388~~ ~~389~~ ~~390~~ ~~391~~ ~~392~~ ~~393~~ ~~394~~ ~~395~~ ~~396~~ ~~397~~ ~~398~~ ~~399~~ ~~400~~ ~~401~~ ~~402~~ ~~403~~ ~~404~~ ~~405~~ ~~406~~ ~~407~~ ~~408~~ ~~409~~ ~~410~~ ~~411~~ ~~412~~ ~~413~~ ~~414~~ ~~415~~ ~~416~~ ~~417~~ ~~418~~ ~~419~~ ~~420~~ ~~421~~ ~~422~~ ~~423~~ ~~424~~ ~~425~~ ~~426~~ ~~427~~ ~~428~~ ~~429~~ ~~430~~ ~~431~~ ~~432~~ ~~433~~ ~~434~~ ~~435~~ ~~436~~ ~~437~~ ~~438~~ ~~439~~ ~~440~~ ~~441~~ ~~442~~ ~~443~~ ~~444~~ ~~445~~ ~~446~~ ~~447~~ ~~448~~ ~~449~~ ~~450~~ ~~451~~ ~~452~~ ~~453~~ ~~454~~ ~~455~~ ~~456~~ ~~457~~ ~~458~~ ~~459~~ ~~460~~ ~~461~~ ~~462~~ ~~463~~ ~~464~~ ~~465~~ ~~466~~

Following Time: In Seconds 124

Left Intersection:
Hazard or Clear?

Right Intersection: Hazard or Clear?

Traffic Lights: Fresh or Stale?
Point of Decision?

Left Curb: Motorists & Pedestrians	Hazard or Clear
------------------------------------	-----------------

Right Curb: Motorists & Pedestrians	Hazard or Clear
-------------------------------------	-----------------

Left Mirror:
Hazard or Clear?

Right Mirror:
Hazard or Clear?

Speed Limit

Instructions:

The Driver Drill is to be completed in 2 minutes. The observer should record eye movements of the driver by stroke counting potential hazards in changing traffic situations. The goal of Defensive Driving is to move eyes to front every 2 seconds and to the rear every 5-8 seconds, or over a 2 minute time span to have 30 eye movements to the front and 15 to the rear. This is done by using the Triangle Viewing Habit. The Drill Points that are to be observed are: Eye Lead Time by Reference Point, Following Time In Seconds, Left and Right Intersections, Traffic Lights, Motorists and Pedestrians, and Mirrors. (Drill Drives completed on property will have reduced elements for observation.)

Count the number of eye movements above and record below:

	Front					Rear		Total Eye Movements
	Eye Lead Time	Following Time	Intersections	Traffic Lights	Motorists & Pedestrians	Mirrors	Speed	
Drill #1	8	8	10	4	9	9	1	50
Drill #2								
Drill #3			(b) (6), (b) (7)(C)					

Driver Signature:

Observer Signature:

Manager Signature:

Revised 02.27.2015

Date _____

Date _____

Date _____

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Service Provider AM Quality Review

Service Provider Trainee Name: (b) (6), (b) (7)(C)
Center: (b) (6), (b) (7)(C) Date: (b) (6), (b) (7)(C)
Delivery Area: (b) (6), (b) (7)(C) Pickup Area: (b) (6), (b) (7)(C)
License Expiration date: (b) (6), (b) (7)(C)
DOT physical: (b) (6), (b) (7)(C)

Mark the appropriate response to document behavior.

BE PROMPT

Arrive at the center on time

Yes

No



APPEARANCE

Personal (Circle One)

Good

Fair

Poor

VERIFY DIAD INFORMATION

Handle with care

Clean, damage-free, and operational

Verify that DIAD information is accurate and complete



ATTEND PCM

On time

Engaged



GET SUPPLIES

Supplies adequate but not overstocked

Drop Box supplies

Emergency supply of customer materials



PERFORM GET EDD

Local procedures followed for "Get EDD"



PERFORM COMPLETE PRETRIP

Complete vehicle inspection

DVIR complete



FOLLOW CENTER EXIT ROUTINE

Follow proper exit routine



SET ROUTINE

Service Provider has an orderly routine when completing Inside AM



Additional Comments:

Service Provider Trainee Signature

NSPT Trainer Signature

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

Day 15– Center Qualification – Overview

AM – Prior to Employee Start Time

- Follow up with Preload supervisor or look at DMS, in PAS sites only, for appropriate stop count (range between 8.00 and 8.50 hours)

Inside AM

- Review Global Timecard System (GTS) report and other center reports, and record results of all elements in the "Service Provider Trainee Progress Review"

Inside PM

- Complete the PM Quality Review

Complete and Review the "New Service Provider Trainee Progress Review" form.

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Service Provider PM Quality Review

Service Provider Trainee Name: (b) (6), (b) (7)(C)
Center: (b) (6), (b) (7)(C) Date: (b) (6), (b) (7)(C)
Delivery Area: (b) (6), (b) (7)(C) Pickup Area: (b) (6), (b) (7)(C)
License Expiration date: (b) (6), (b) (7)(C)
DOT physical: (b) (6), (b) (7)(C)
X the appropriate box or fill in the blank.

DRIVER VEHICLE INSPECTION REPORT

Properly completed and turned in?

Yes ☒ No ☐

PACKAGES BEING RETURNED TO CENTER

Number of missed packages? 0
Number of Paid send-again? 0
Proper service cross on all send-again? ☒ ☐
Number of returns? 0
RS Packages handled properly ☒ ☐
Number of incorrect addresses? 0
Reasonable effort made to secure good address? ☒ ☐
Hazardous materials pouch empty? ☒ ☐
Number of damages? 0

PICKUP LOAD

Tight, secure load with shelves fully utilized? ☒ ☐
Properly segregated S/A and appropriate pickup packages? ☒ ☐
Smalls containerized? ☒ ☐
Over 70 lb. packages labeled and loaded near rear? ☒ ☐
Packages packed and labeled properly? ☒ ☐
International shipments have shipment checklist attached?

C.O.D. TURN-IN

Are all checks made out properly? N/A ☐ ☐
Instructions followed on all C.O.D. tags? N/A ☐ ☒
Did Service Provider do a progressive on-area turn-in?

PICKUP RECORDS

Number of missed pickups? 0
Accuracy and completeness of pickup records:
Number voids without shipper initials? 0
Number high-risk packages not signed? 0
Service Provider knows high-claim accounts? N/A
UPS Shipping Record:
Number audited? 0
Number missing or incorrect date? 0
Number missing or illegible shipper number? 0
Number missing weights? 0
Number missing service level? 0
Number missing or incorrect package count? 0

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Service Provider PM Quality Review, cont.

Computer Manifest:

Number audited?
Number missing or illegible shipper numbers?
Number missing or illegible date?
Number missing or incorrect package count?
Number missing detail sheets?

1
0
0
0
0

ASD

Number audited?
Number missing account numbers?
Number missing weights or zones?

0
0
0
0

COMPARE RETURN PACKAGES WITH DIAD RECORDS

Number audited?
Number incorrectly recorded?

0
0

APPEARANCE.

Personal (Circle One)
Vehicle (Circle One)
Inside (Circle One)
Outside (Circle One)

Good	Fair	Poor
Good	Fair	Poor
Good	Fair	Poor
Good	Fair	Poor

List the areas of highest proficiency:

*Tight Seven Pick up some Small Containers,
Some Agents Segregated and Containers Segregated*

List the "most-help-needed" areas:

Focus on Progressive Turn in

Service Provider Trainee Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

NSPT Trainer Signature

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Day 16- Center Qualification - Overview

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

AM – Prior to Employee Start Time

- Follow up with Preload supervisor or look at DMS, in PAS sites only, for appropriate stop count (range between 8.00 and 8.50 hours)
- Complete Scancheck Audit

Inside AM

- Review Global Timecard System (GTS) report and other center reports, and record results of all elements in the "Service Provider Trainee Progress Review"

Complete and Review the "New Service Provider Trainee Progress Review" form.

Scancheck Audit

Perform a Scancheck Audit on the trainee's package car

- Have the preload scan all packages for the trainee's delivery day
- Link to Scan Check procedures can be found on the iGate under Operations Excellence → Analysis Tools
 - <https://igate.inside.ups.com/igateway/apps/index.cfm?action=CorpOpExcel.AnalysisTools.scancheck&strFuncName13987=Instructions&strFuncAction13987=Index>

Day 17– Center Qualification – Overview

AM – Prior to Employee Start Time

- Follow up with Preload supervisor or look at DMS, in PAS sites only, for appropriate stop count (range between 8.00 and 8.50 hours)

Inside AM

- Review Global Timecard System (GTS) report and other center reports, and record results of all elements in the "Service Provider Trainee Progress Review"
- Review Scancheck Audit
 - Print Scancheck summary
 - Have the driver sign the audit and attach to Training Profile

On-Road

- Communicate with Service Provider via DIAD and phone, as necessary
- Complete On-area Observation

Complete and Review the "New Service Provider Trainee Progress Review" form.

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

On-Area Observation Form

PMEST Observation Form

Most Common Injury: Falls - Slips

Most Severe Injury: Lifting - Lowering

Push - Pull

DATE / TIME

OBSERVER'S NAME

OPERATION

JOB FUNCTION

WORK AREA

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Package Driver

(b) (6), (b) (7)(C)

Observation Completed by (Check One)

☐ Manager/Supervisor

☐ Self Check or UPS Self-Evaluation

☐ CHSP Mgr/Sup or H&S Mgr/Sup

☐ CHSP Member (non-month)

☐ Liberty Mutual

Loss Area	Behavior/Method	Safe	Total	At-Risk	Total	Appreciative Feedback	Constructive Feedback	Feedback Comments
Falls - Slips	F-2 At the outside door uses the handrail when entering/exiting the package car	After Talk IIII with	4	11	5	-	5	Talked with driver on importance of three points of contact (method)
Falls - Slips	F-8 Maintains unobstructed egress	-	-	-	-	-	-	
Falls - Slips	F-10 Carries packages with unobstructed front view	After Talk IIII with	3	11	2	3	-	Keep carrying packages with unobstructed view to prevent an ankle or knee injury.
Falls - Slips	F-60 At the driver or rear door, driver uses three points of contact when entering/exiting the package car	-	-	11	2	0	2	Three points even in rear of vehicle to prevent three or ankle injury
Lifting - Lowering	LL-1 Gets close to the object works within Power Zone	-	-	-	-	-	-	
Lifting - Lowering	LL-2 Bends at knees (not at the waist), keeps the natural curve of the back	-	-	-	-	-	-	
Lifting - Lowering	LL-14 Service Provider uses equipment and facilities to assist in the lift and lower	III	3	-	0	3	-	Keep using lift aid to help in carrying boxes & to keep in end range motion.
Lifting - Lowering	LL-19 An object stays over the employee's feet (pivots feet avoids twisting)	-	-	-	-	-	-	
Pushing - Pulling	PP-36 When using a carry aid on level surfaces, driver pushes carry aid	II	2	-	-	2	0	Keep pushing the carry aid and pull it pull.
Pushing - Pulling	PP-40 When pulling or pushing a carry aid, driver's hands are at or slightly above waist level	-	-	-	-	-	-	
Pushing - Pulling	PP-45 Driver squares shoulders to bulk head door when closing	-	-	-	-	-	-	
Pushing - Pulling	PP-47 When selecting a package from a shelf in the rear cargo area, driver pulls or slides package into their Power Zone while leveraging the package on the edge of the shelf	-	-	-	-	-	-	

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Day 18 or 19 – Center Qualification – Overview

AM – Prior to Employee Start Time

- Follow up with Preload supervisor or look at DMS, in PAS sites only, for appropriate stop count (range between 8.00 and 8.50 hours)

Inside AM

- Review Global Timecard System (GTS) report and other center reports, and record results of all elements in the "Service Provider Trainee Progress Review"

On-Road

- Communicate with Service Provider via DIAD and phone, as necessary
- Manager completes certification ride using 33 pt. OJS checklist
 - Attach OJS Checklist to the Training Profile

Complete and Review the "New Service Provider Trainee Progress Review" form.

Day 20 – Center Qualification – Overview

AM – Prior to Employee Start Time

- Follow up with preload supervisor or look at DMS, in PAS sites only, for appropriate stop count (range between 8.00 and 8.50 hours)

Inside AM

- Review Global Timecard System (GTS) report and other center reports, and record results of all elements in the "Service Provider Trainee Progress Review"

On-Road

- The service provider completes a final ride and verifies that the service provider has made acceptable progress in all areas
- Complete the Space & Visibility Review form
- Complete the Safe Work Methods Review form
- Complete the Seniority Approval form
- The completed Service Provider Training Profile should be reviewed immediately with the center business manager for approval and documented with appropriate signatures.
- The completed Service Provider Training Profile must be maintained. Follow your district's guidelines for compliance.

Complete and Review the "New Service Provider Trainee Progress Review" form.

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NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only



Review driver's entire injury history with the driver.
Driver reminded of injury reporting procedures.

Service Provider Record Of Safe Work Methods

☒ Y ☐ N
Report immediately

Number of Injuries
☒ On-line reporting

New Driver Training ☒
Periodic Driver Training ☐
TAW First Day (enter date) _____
LT Injury Follow-up (enter injury date) _____
RPP Training (enter injury date) _____

Job Set Up

- ☒ 1. Dresses to control body heat
- ☒ 2. Wears sturdy work shoes with leather uppers & slip-resistant soles
- ☒ 3. Stretches prior to job start
- ☒ 4. Drinks water throughout the day
- ☒ 5. Arrives early and gets organized
- ☒ 6. Concentrates on the tasks at-hand and avoids distractions
- ☒ 7. Has the employee been trained in job methods?
- ☒ 8. Has appropriate equipment to complete their job

Safety Tip: "Preparation for the workday prevents injuries"

Lifting and Lowering

- ☒ 9. Driver can explain & demonstrate the Power Zone for lifting and lowering
- Range of motion that provides maximum strength
 - Close to body; lifting range from mid thigh to armpits

Eight Keys To Lifting And Lowering

- ☒ 10-1. Gets close to the object—works within Power Zone
- ☒ 10-2. Positions feet shoulder-width apart, one slightly in front of the other
- ☒ 10-3. Bends at the knees - keep the natural curve of the back
- ☒ 10-4. Tests the object for weight and shifting contents
- ☒ 10-5. Gets a firm grip and grasp opposite corners
- ☒ 10-6. Lifts with a smooth, steady motion—doesn't jerk
- ☒ 10-7. Moves feet-step or pivot—doesn't twist
- ☒ 10-8. Uses the existing equipment or facilities to assist in lifting and lowering
- ☒ 11. Uses handcarts for large loads to avoid excess lifting and multiple trips to from their pickup and delivery location
- ☒ 12. Loads carry aid outside of vehicle
- ☒ 13. Leverages heavy packages when entering / exiting vehicle
- ☒ 14. Positions their body to avoid end range motions

Safety Tip: "Never get caught in the double play"

Slips and Falls

Five Keys To Prevent Slips And Falls

- ☒ 15-1. Walks at a brisk pace—does not run
- ☒ 15-2. Establishes firm footing to maintain balance
- ☒ 15-3. Does not walk on rollers, chutes, slides or unsecured belt
- ☒ 15-4. Looks before stepping—scans work area
- ☒ 15-5. Makes adjustments based on changing conditions
- ☒ 16. Parks to avoid slip and fall hazards
- ☒ 17. Only uses driver side door for small or no package stop and when free of vehicle traffic
- ☒ 18. Uses handrail when entering and exiting
- ☒ 19. If necessary, packages are placed on the cab floor before exiting
- ☒ 20. Packages are placed on cargo floor when making rear door delivery
- ☒ 21. Uses optimum carries that do not obstruct vision of the walk path.
- ☒ 22. Uses efficient and safe walk path.

Safety Tip: "Maintain a stance that puts you in control"

Pushing and Pulling

- ☒ 23. Driver can explain & demonstrate the Power Zone for pushing and pulling
 - Body aligned with direction of motion;
 - Hands in front of body from near waist level up to the armpits
- ☒ 24. Keeps the work in front of them, within their Power Zone
- ☒ 25. Pulls the carry aid over curbs, up steps and around corners
- ☒ 26. Pushes the carry aid over level surfaces
- ☒ 27. Squares shoulders to the bulkhead door and closes door prior to sitting in their seat to eliminate end range motion
- ☒ 28. Squares shoulders to shelf when moving packages to select area
- ☒ 29. Slides, walks or rolls heavy, less portable objects
- ☒ 30. Controls the momentum of the object when on an incline

Safety Tip: "Think Power Zone. Align your body with direction of movement"

Powered Equipment

- ☒ 31. Uses pedestrian door when entering and exiting facility
- ☒ 32. Uses safest and most direct walk path when going to/from the vehicle when parked
- ☒ 33. Establishes eye contact with operator of powered equipment
- ☒ 34. Crosses street from rear of vehicle
- ☒ 35. Clears the walk path by looking left, right, left
- ☒ 36. Uses the conveyor equipment as intended

Safety Tip: "Be aware of surroundings. If it can move, it will"

Plan For The Unexpected

- ☒ 37. Has a set routine
- ☒ 38. Utilizes the designated walk path
- ☒ 39. Stacks packages securely with bottoms fully supported
- ☒ 40. Faces their work (30-45 degree angle)
- ☒ 41. Opens doors cautiously
- ☒ 42. Ensures highlight tape is on all six sides of over 70 lb packages
- ☒ 43. Keeps bulkhead door closed
- ☒ 44. Carry aid is secured inside the cargo area
- ☒ 45. Tilts packages up and back before selecting from shelves
- ☒ 46. Is aware of surroundings at customer locations

Employee Can:

- ☒ 47. Explain the location of emergency equipment shut-off
- ☒ 48. Explain the location of the nearest eyewash / shower
- ☒ 49. Identify the location of Emergency Evacuation Plan
- ☒ 50. Explain the location of the nearest exit
- ☒ 51. Identify their emergency evacuation assembly area
- ☒ 52. Identify their no-evacuation assembly area
- ☒ 53. Describe how they are notified of the need to evacuate
- ☒ 54. Demonstrate proper conveyor securing

Hazardous / Dangerous Goods

- ☒ 55. Understands procedures involving a damaged/leaking package
- ☒ 56. Understands prohibited hazardous materials poster
- ☒ 57. Knows how to load hazardous material shipments
- ☒ 58. Knows procedure for hazardous materials shipping papers

Safety Tip: "If it can happen, it will"

Service Provider can explain and demonstrate the 8 Keys To Lifting And Lowering: Yes ☒ No ☐
Service Provider can explain and demonstrate the 5 Keys To Prevent Slips And Falls: Yes ☒ No ☐

Instructions Given (by number) *10-1, 10-2, 10-3, 10-4, 10-5, 10-6, 10-7, 10-8, 10-9, 10-10, 10-11, 10-12, 10-13, 10-14, 15-1, 15-2, 15-3, 15-4, 15-5, 16, 17, 18, 19, 20, 21, 22, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58*

(b) (6), (b) (7)(C)

Service Provider Comments

Driver's Signature:

Observer's Signature:

Business Manager's Signature:

Revised 2013.02.28

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)



United Parcel Service
Record of Safety Ride
Addendum Form

#55 (cont.)	In you want back always attempt to back to the Post or level location minimizing the risk.
----------------	---

#56	Instructor (b) (6), (b) (7)(C) Recognizes Dead-end Situation. This is as it applies to the back at 4027 Station as previously indicated. But also the back position on 28th. Below the crest on the hill
-----	---

#57	Instructor (b) (6), (b) (7)(C) Shows other Vehicle Movement Space This is as it applies to the back position below the crest of the hill on 28th St. When determining some back position in this situation you must take into account the other
-----	--

	vehicles visibility and for line or light back on top of the hill to better allow the other party not only movement space but also the visibility necessary to pass remember always back has priority over last for convenience.
--	--

#76	Instructor (b) (6), (b) (7)(C) Signals vehicles well in advance Reminds as you disengage that 4 ways or light back rises Signal your intentions when pulling from a parked position to help communicate with the other vehicles around you
-----	--

#80	Instructor (b) (6), (b) (7)(C) Checks mirrors and side mirrors in when stopping. Spectator check mirrors but actively as you prepare to stop.
-----	---

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--	--

Driver's Signature:

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Observer's Signature:

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Business Manager's Signature:

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)



United Parcel Service
Record of Safety Ride
Addendum Form

414	your door have appeared to white ceiling the vehicle to clockwise and large motion and help prevent shoulder injuries
-----	---

415	Testicles (b) (6), (b) (7)(C) look down stepping down work down. Always look down stepping on the vehicle representing the correct stance you're about to step down or to help prevent shoulder injuries
-----	--

416	Testicles (b) (6), (b) (7)(C) keep the work in front of them within their down line. This is not applied to clearing the bottom down within your down line from to ceiling the vehicle appeared to white ceiling the vehicle
-----	--

417	Testicles (b) (6), (b) (7)(C) square shoulders to the bottom door and clear door down to lifting them feet to clockwise and large motion. Specially down to ceiling the vehicle to clockwise and large motion
-----	---

418	Testicles (b) (6), (b) (7)(C) use handstand when ceiling and ceiling. Specially use 3 points of contact ceiling and ceiling the feet on the vehicle to help maintain balance and prevent shoulder injuries
-----	--

--	--

--	--

--	--

Driver's Signature:

Observer's Signature:

Business Manager's Signature:

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Backing Crash Avoidance OJS

PRE-TRIP PROCEDURES

Driver visually checks to see the entire rear bumper in monitor
Checks the Day/Night controls during pre-trip
Properly adjusts the Bright/Contrast setting
Driver listens for the audio function of the camera sys, when testing rev
Driver inspects both mirrors for proper position

Yes/No
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

DAILY OPERATION

Driver knows the distance of view through the monitor (30 feet)
The clarity of the image will be altered due to shadows/Sunlight.
Driver visually clears the backing area prior to maneuver
Rear Vision Camera is not a replacement for existing backing methods
Understands that the system does not detect overhead objects

Yes/No
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Planned number of BACKS

28

Actual number of BACKS

27

Date

(b) (6), (b) (7)(C)

Center

(b) (6), (b) (7)(C)

Driver

(b) (6), (b) (7)(C)

Trainer

(b) (6), (b) (7)(C)

Observation Tallies - Stroke Count Occurrences - Give Appreciative and Constructive Feedback

Drivers Side Backs

||||| ||| |||

Notes:

Straight Backs

||||| |||

Notes:

Blind Side Backs

|||

Notes:

Cleared High-Low-Protrusions

||||| ||| |||
||||| ||| |||

Notes:

Unnecessary Backs

Notes:

Sounds Horn

||||| ||| |||
||||| ||| |||

Notes:

Print Driver Name

(b) (6), (b) (7)(C)

Driver Signature

Date

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Print Trainer Name

(b) (6), (b) (7)(C)

Trainer Sign

Date

(b) (6), (b) (7)(C)

Manager Name

(b) (6), (b) (7)(C)

Manager Signature

Date

(b) (6), (b) (7)(C)

Trainer Instructions to Driver:



United Parcel Service

DRILL DRIVE WORKSHEET
(Package Vehicles)

- ☒ New Driver Training
☐ Periodic Driver Training
☐ Crash Follow-up
☐ Re Auto Prevention Training

Date of Observation: (b) (6), (b) (7)(C)

Employee ID Number: (b) (6), (b) (7)(C)

Driver: (b) (6), (b) (7)(C)

License Expiration: (b) (6), (b) (7)(C)

Observer: (b) (6), (b) (7)(C)

SLIC #: (b) (6), (b) (7)(C)

Drill Drive Location: ☒ On Road ☐ On Property☒ Drill Drive No. 1☒ Drill Drive No. 2☐ Drill Drive No. 3*Stroke count on lines below:*

Eye Lead Time: Reference Point

Following Time: In Seconds

Left Intersection:
Hazard or Clear?Right Intersection:
Hazard or Clear?Traffic Lights: Fresh or Stale?
Point of Decision?Left Curb: Motorists & Pedestrians
Hazard or ClearRight Curb: Motorists & Pedestrians
Hazard or ClearLeft Mirror:
Hazard or Clear?Right Mirror:
Hazard or Clear?

Speed Limit

Instructions:

The Driver Drill is to be completed in 2 minutes. The observer should record eye movements of the driver by stroke counting potential hazards in changing traffic situations. The goal of Defensive Driving is to move eyes to front every 2 seconds and to the rear every 5-8 seconds, or over a 2 minute time span to have 30 eye movements to the front and 15 to the rear. This is done by using the Triangle Viewing Habit. The Drill Points that are to be observed are: Eye Lead Time by Reference Point, Following Time In Seconds, Left and Right Intersections, Traffic Lights, Motorists and Pedestrians, and Mirrors. (Drill Drives completed on property will have reduced elements for observation.)

Count the number of eye movements above and record below:

	Front					Rear		Total Eye Movements
	Eye Lead Time	Following Time	Intersections	Traffic Lights	Motorists & Pedestrians	Mirrors	Speed	
Drill #1	8	8	9	5	7	8	0	45
Drill #2	7	9	10	4	12	10	2	56
Drill #3	(b) (6), (b) (7)(C)							

Driver Signature: (b) (6), (b) (7)(C)

Date: (b) (6), (b) (7)(C)

Observer Signature: (b) (6), (b) (7)(C)

Date: (b) (6), (b) (7)(C)

Manager Signature: (b) (6), (b) (7)(C)

Date: (b) (6), (b) (7)(C)

Intersection Crash Avoidance Certification

YELL at every Intersection!

Date: (b) (6), (b) (7)(C)

Center: (b) (6), (b) (7)(C)

Driver: (b) (6), (b) (7)(C)

Trainer: (b) (6), (b) (7)(C)

Driver Has Knowledge	Supervisor Clarifies
Yes or No	Yes or No

Knowledge Review: Rules of Intersection

<i>[Signature]</i>	
--------------------	--

Rule 1:
Indicators

Yield the right of way.

Allow on-coming traffic to clear before turning.

If turning left, make sure you have adequate time to complete the turn safely.

Watch for turning vehicles at intersections that may obscure oncoming traffic behind them.

Never overtake or pass other vehicles in an intersection and never assume you have the right-of-way.

<i>[Signature]</i>	
--------------------	--

Rule 2:
Indicators

Expect the unexpected.

Move through the intersection at a speed that will allow you to stop if necessary.

Anticipate unexpected stops by the vehicle in front of you.

Count 1,2,3 after the car in front has begun to move.

<i>[Signature]</i>	
--------------------	--

Rule 3:
Indicators

Look left, right, left.

Keep your eyes moving. Look left, right, and left again before proceeding through the intersection.

Scan - Don't Stare.

When approaching an intersection with a traffic light, determine your "decision point" - an imaginary distance from the intersection that is determined by traffic and road conditions.

<i>[Signature]</i>	
--------------------	--

Rule 4:
Indicators

Leave yourself an out.

Prior to entering intersection, check your mirrors for activity behind you.

Adjust your vehicle's speed in relation to traffic, road, and visibility conditions.

Leave 1 car length in front when at a stop.

Chadwick Traylor

Reviewed
Yes or No

Trainers Review of "Critical Intersection Items"

<i>[Signature]</i>
<i>[Signature]</i>
<i>[Signature]</i>
<i>[Signature]</i>
<i>[Signature]</i>
<i>[Signature]</i>
<i>[Signature]</i>
<i>[Signature]</i>

1. Make Adjustments for Inclement Weather.
 - A. Anticipate other vehicles not being able to stop at intersections.
 - B. Brake early to avoid sliding into crosswalks.
2. Avoid Distracted Driving.
 - A. Never use your cell phone while driving.
 - B. Never look at a cell phone while driving.
3. Always Scan for Changing Traffic Situations for the Unusual or Emergencies.
 - A. When approaching an intersection, be aware of the traffic conditions.
 - B. Ensure you are in the correct lane before entering the intersection.

(b) (6), (b) (7)(C)

Trainer Signature:

Date:

Driver Signature:

Date:

Manager Signature:

Date:

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

**INJURY/ACCIDENT
REVIEW**[back](#)**(b) (6), (b) (7)(C)****There are no accidents reported!****There are no injuries reported!**

SWM <small>(b) (6), (b) (7)(C)</small>	Drivers License <small>(b) (6), (b) (7)(C)</small>	Safe Drive
Date: <small>(b) (6), (b) (7)(C)</small> 2016	Expiration: <small>(b) (6), (b) (7)(C)</small> 2019	Years: 0

S & V <small>(b) (6), (b) (7)(C)</small>	DOT <small>(b) (6), (b) (7)(C)</small>	Award
Date: <small>(b) (6), (b) (7)(C)</small> 2016	Expiration: <small>(b) (6), (b) (7)(C)</small> 2018	Date: NONE

Hire Date: (b) (6), (b) (7)(C)(b) (6), (b) (7)(C)(b) (6), (b) (7)(C)(b) (6), (b) (7)(C)

Day 20 – Center Qualification – Reviews & Approvals

Service Provider Trainee Name:

(b) (6), (b) (7)(C)

Hire Date:

(b) (6), (b) (7)(C)

Center Name/SLIC:

Mason (b) (6), (b) (7)(C)

Review Date:

Business Manager

- Reviewed training packet for overall completeness.
- Validates employee can demonstrate proper methods and performance levels related to safety, service, production, and meal and rest periods through OJS ride.

Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

17

Human Resources Area Operations Manager

- Trainer has performed all Safe Work Methods Reviews, Space and Visibility Reviews, Safety Reviews.
- Employee has no injuries or auto crashes.
- Reviewed training packet for overall completeness.
- Completed/Verified Human Resources Training Profile Audit.

Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

2017

Package Division Manager

- Reviewed training packet for overall completeness.
- Validates employee has demonstrated proper methods and performance levels related to safety, service, production, and meal and rest periods through documented performance.

Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

17

Engineering Manager

- Employee worked in an agreed upon training area.
- Employee demonstrated the ability to meet expected performance levels established for the specific training area (production, send agains, missed, miles).
- Employee met or exceeded district goals in service quality elements.
- Employee had acceptable attendance.
- Business manager rides have been performed.

Signature

(b) (6), (b) (7)(C)

Date

(b) (6), (b) (7)(C)

17

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Human Resources Training Profile Audit

Review the training profile to determine if the training was comprehensive and if progress was reviewed as outlined, with appropriate feedback and signatures.

Review the Driver Qualification File (DQF) for completeness and Accuracy.

Driver Qualification File - DQF

Item	Completion	Date	Notes
Application	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Road Test	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Background Check	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
MEC	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
MVR	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
MVDC	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Driver Consent Release	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

DQF - Additional information

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Training Profile

Item	Page	Completion	Notes														
In Class Qualification																	
Prequalification Checklist	3 – 5	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No															
<i>Criteria: Is the checklist completely filled out?</i>																	
In Class Documentation	2 – 29	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No															
<i>Criteria: Are all certifications and in-class observations complete?</i>																	
In Center Qualification																	
Progress Review Chart	7 – 8																
Documentation		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No															
<i>Criteria: Is the chart completely filled out for the training period?</i>																	
Graduated Workload		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No															
<i>Criteria: Does the planned day follow the guidelines set forth on page 31?</i>																	
<table border="1"> <tr> <td>Delivery Methods (Acceptable)</td> <td>Yes</td> </tr> <tr> <td>Pickup Methods (Acceptable)</td> <td>Yes</td> </tr> <tr> <td>DIAD Recording Skills (Acceptable)</td> <td>Yes</td> </tr> <tr> <td>SPORI</td> <td></td> </tr> <tr> <td>Planned Day</td> <td></td> </tr> <tr> <td>Paid Day</td> <td></td> </tr> <tr> <td>Over/Under Allowed</td> <td></td> </tr> </table>				Delivery Methods (Acceptable)	Yes	Pickup Methods (Acceptable)	Yes	DIAD Recording Skills (Acceptable)	Yes	SPORI		Planned Day		Paid Day		Over/Under Allowed	
Delivery Methods (Acceptable)	Yes																
Pickup Methods (Acceptable)	Yes																
DIAD Recording Skills (Acceptable)	Yes																
SPORI																	
Planned Day																	
Paid Day																	
Over/Under Allowed																	
Reviewed		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No															
<i>Criteria: Does each day have driver and management initials?</i>																	
<table border="1"> <tr> <td>Employee Initials</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trainer Initials</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				Employee Initials						Trainer Initials							
Employee Initials																	
Trainer Initials																	
Days 1 – 5	30 – 47	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No															
<i>Criteria: Are all certifications, observations or audits complete?</i>																	
Days 6 – 10	48 – 62	<input type="checkbox"/> Yes <input type="checkbox"/> No															
<i>Criteria: Are all certifications, observations or audits complete?</i>																	
Days 11 – 15	63 – 75	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No															
<i>Criteria: Are all certifications, observations or audits complete?</i>																	
Days 16 – 20	76 – 84	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No															
<i>Criteria: Are all certifications, observations or audits complete?</i>																	
Center Qualification	84																
<i>Criteria: Are all approval signatures present?</i>																	
Business Manager		<input type="checkbox"/> Yes <input type="checkbox"/> No															
Human Resources		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No															
Division Manager		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No															
Engineering Manager		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No															

Training Profile – Additional information

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Additional notes:

NEW SERVICE PROVIDER TRAINING PROFILE U.S. Domestic Only

Additional notes:

Service Provider Trainee Contact References

Lead Instructor Name: _____

Lead Instructor Phone Number: _____

Center Name: _____

Center Phone Number: _____

Center Supervisor Name: _____

Center Supervisor Phone Number: _____

Center Manager Name: _____

Center Manager Phone Number: _____

Security Contact Name: _____

Security Hotline Phone Number: _____

4300 E. 68th Street
Cleveland, Ohio 44105
1-800-742-5877



(b) (6), (b) (7)(C) 2021

(b) (6), (b) (7)(C)

Teamsters Union Local No. 92
1127 Ninth St. SW
Canton, Ohio 44706

Dear (b) (6), (b) (7)(C):

This letter is in regard to (b) (6), (b) (7)(C), (b) (6), (b) (7)(C) in our New Philadelphia facility.

On (b) (6), (b) (7)(C) 2021, (b) (6), (b) (7)(C) was discharged. Our actions are in accordance with Article 17, Item (a) of the Central Region Supplemental Agreement to the National Master United Parcel Service Agreement.

Effective (b) (6), (b) (7)(C), 2021, (b) (6), (b) (7)(C) has been removed from our seniority

Sincerely,

U P S

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

pc: (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)



Time Stopped at Airport Between 11 & 15 minutes

(b) (6), (b) (7)(C)
8 W - 21 - N/A
8 W - 21 - Canton 22:29 (50.55 MIN) Airport (20:46 - 31.91 MIN)
8 W - 21 - Airport - Pulled outside - 20:57 (33.52 min)
8 W - 21 - (b) (6), (b) (7)(C) (21:40 - 56 MIN)
8 W - 21 - N/A
8 W - 21 - Did not Punch in or out
7.95 W - 21 - (b) (6), (b) (7)(C) - A (21:28 - 55.32 min)
8 W - 21 - N/A
8.3 W - 21 - (b) (6), (b) (7)(C) - A (21:31 - 57.2 min)
7.97 W - 21 - Wooster - (22:01 - 114.28 min)
8 W - 21 - Canton - (22:19 - 41.75 min)
8 W - 21 - (b) (6), (b) (7)(C) (22:33 - 11.2 min)
8 W - 21 - N/A
8 W - 21 - (b) (6), (b) (7)(C) (22:22 - 17.27 min)

(b) (6), (b) (7)(C)
Did not work 21 - N/A
W - 21 - N/A
W - 21 - N/A
W - 21 - N/A
W - (b) (6), (b) (7)(C) 21 - Canton (22:10 - 41.6 minutes)
W - 21 - N/A
W - 21 - 21:30 (21:30 - 47.13 MIN)



UPS Canton Facility
4850 Navarre Rd. SW
Canton, OH 44706

(b) (6), (b) (7)(C)

UPS Security

To: File

Re: (b) (6), (b) (7)(C)

Allegation:

On (b) (6), (b) (7)(C) 2021, UPS Security conducted a fact-finding phone interview with (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) regarding an (b) (6), (b) (7)(C) year UPS employee (b) (6), (b) (7)(C). UPS (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) witnessed the interview via phone. Policy was reviewed with (b) (6), (b) (7)(C), (b) (6), (b) (7)(C) was terminated on (b) (6), (b) (7)(C) 2021 due to falsifying time. It was alleged that (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) arrived at the Wooster, OH facility on (b) (6), (b) (7)(C) 2021 at approximately 22:01 due to issues with (b) (6), (b) (7)(C) fuel gage on the truck (b) (6), (b) (7)(C) was driving. It was alleged (b) (6), (b) (7)(C) was at the UPS Wooster facility for approximately 1 hour. (b) (6), (b) (7)(C) wanted UPS Security to interview (b) (6), (b) (7)(C) regarding the time spent working on (b) (6), (b) (7)(C) truck. (b) (6), (b) (7)(C) was terminated on (b) (6), (b) (7)(C) 2021.

UPS Security interview with (b) (6), (b) (7)(C):

UPS Security started the interview by asking (b) (6), (b) (7)(C) does (b) (6), (b) (7)(C) recall (b) (6), (b) (7)(C) stopping by the Wooster, OH facility on (b) (6), (b) (7)(C) 2021 due to issues with (b) (6), (b) (7)(C) truck. (b) (6), (b) (7)(C) stated (b) (6), (b) (7)(C) did recall (b) (6), (b) (7)(C) stopping by because (b) (6), (b) (7)(C) thought (b) (6), (b) (7)(C) was going to run out of fuel before returning to (b) (6), (b) (7)(C). (b) (6), (b) (7)(C) thought (b) (6), (b) (7)(C) fuel gage was not working properly and wanted (b) (6), (b) (7)(C) to check on it. (b) (6), (b) (7)(C) stated (b) (6), (b) (7)(C) was not sure why (b) (6), (b) (7)(C) stopped at the Wooster facility. (b) (6), (b) (7)(C) stated (b) (6), (b) (7)(C) checked the fuel gage and it was fine. (b) (6), (b) (7)(C) stated that it took approximately 10-15 minutes to check the fuel gage and they conversed for about 15 minutes. (b) (6), (b) (7)(C) advised the entire interaction between the two lasted approximately 30 minutes. (b) (6), (b) (7)(C) stated (b) (6), (b) (7)(C) worked at (b) (6), (b) (7)(C) facility a little over a year ago and knew (b) (6), (b) (7)(C) from working there. (b) (6), (b) (7)(C) stated they talked about how (b) (6), (b) (7)(C) was doing regarding (b) (6), (b) (7)(C).

(b) (6), (b) (7)(C) stated (b) (6), (b) (7)(C) received a phone call while (b) (6), (b) (7)(C) was at the Wooster facility and told (b) (6), (b) (7)(C) needed to take the call. (b) (6), (b) (7)(C) stated (b) (6), (b) (7)(C) came back inside the building because (b) (6), (b) (7)(C) cannot deal with the cold weather due to (b) (6), (b) (7)(C). (b) (6), (b) (7)(C) stated (b) (6), (b) (7)(C) was not sure how long (b) (6), (b) (7)(C) was on the phone because (b) (6), (b) (7)(C) was already back inside the building. (b) (6), (b) (7)(C) stated (b) (6), (b) (7)(C) was not sure when (b) (6), (b) (7)(C) left the facility. This concluded the interview.

(b) (6), (b) (7)(C) 21 (b) (6), (b) (7)(C) 2021

Hours Paid	Employee W/DNW	Date	Comments/ Activity	Time	Minutes Stopped	Break or lunch recorded	Driver Comment
8	w	(b) (6), (b) (7)(C) 2021	N/A			None	
8	w	(b) (6), (b) (7)(C) 2021	Airport/ Pulled around to front Canton	20:46	31.91 Minutes	None	
				22:59	50.55 minutes	None	
8	w	(b) (6), (b) (7)(C) 2021	Airport/ Pulled around to front	20:57	33.52 Minutes	None	- Monday
8	w	(b) (6), (b) (7)(C) 2021	(b) (6), (b) (7)(C)	21:40	56 Minutes -	None	
8	w	(b) (6), (b) (7)(C) 2021	N/A			None	
8	w	(b) (6), (b) (7)(C) 2021	Did not punch into a DIAD				
7.95	w	(b) (6), (b) (7)(C) 2021		21:28	55.32 Minutes	None	
8	w	(b) (6), (b) (7)(C) 2021	N/A			None	
8.03	w	(b) (6), (b) (7)(C) 2021	(b) (6), (b) (7)(C)	21:31	57.2 Minutes	None	
7.97	w	(b) (6), (b) (7)(C) 2021	Wooster - Fuel Change	22:01	114.28 Minutes	None	Same Truck
8	w	(b) (6), (b) (7)(C) 2021	Canton	22:19	41.75 Minutes	None	
8	w	(b) (6), (b) (7)(C) 2021	(b) (6), (b) (7)(C) Lunch	22:33	11.2 Minutes	None	
8	w	(b) (6), (b) (7)(C) 2021	N/A			None	
8	w	(b) (6), (b) (7)(C) 2021	(b) (6), (b) (7)(C)	22:22	17.27 Minutes	None	

Average time spent at the airport 11 to 15 Minutes

(b) (6), (b) (7)(C) 21 (b) (6), (b) (7)(C) 2021

Hours Paid	Employee W/DNW	Date	Comments/ Activity	Time	Minutes Stopped	Break or lunch recorded	Driver Comment
	w	(b) (6), (b) (7)(C) 2021	(b) (6), (b) (7)(C)	21:30	47.13 Minutes		
	w	(b) (6), (b) (7)(C) 2021	N/A				- 8.00 - 30 minutes
	w	(b) (6), (b) (7)(C) 2021	Canton	22:10	41.8 Minutes		- 9.00 - 30 minutes
	w	(b) (6), (b) (7)(C) 2021	N/A			None	- 8.00 - 30 minutes
	w	(b) (6), (b) (7)(C) 2021	N/A			None	
	w	(b) (6), (b) (7)(C) 2021	N/A			None	
	DNW	(b) (6), (b) (7)(C) 2021	N/A			None	

- Importance of correctly recording Time? - Y
- Have you Ever recorded a break or lunch? 20 Break 30 Lunch

- How much time are you allotted for lunch?

- Break? - (b) (6), (b) (7)(C) (Told not to) -

- Do you Always record breaks -

- Tell me past 10 days - lack of breaks

- 9/17 which file A Explain

- 17A -

- Wooster

- middleburg

- wooster - Akron Canton

Time card Descre

- Not reporting lunch - 1815
- punched in 9 half - 215
- 8 hours

- Path To gateway

- I know (b) (6), (b) (7)(C)

- 7.50 - Guarantee

- Security - Interview (b) (6), (b) (7)(C) Wooster

(b) (6), (b) (7)(C) 21 2021

Hours Paid	Employee W/DNW	Date	Comments/ Activity	Time	Minutes Stopped	Break or lunch recorded	Driver Comment
8 ~	w	(b) (6), (b) (7)(C) 2021	N/A			None	
8 ~	w	(b) (6), (b) (7)(C) 2021	Airport/ Pulled around to front Canton	20:46	31.91 Minutes	None	
				22:59	50.55 minutes	None	
8 ~	w	(b) (6), (b) (7)(C) 2021	Airport/ Pulled around to front	20:57	33.52 Minutes	None	
8 ~	w	(b) (6), (b) (7)(C) 2021	(b) (6), (b) (7)(C)	21:40	56 Minutes	None	
8 ~	w	(b) (6), (b) (7)(C) 2021	N/A			None	
8 ~	w	(b) (6), (b) (7)(C) 2021	Did not punch into a DIAD				
7.95	w	(b) (6), (b) (7)(C) 2021		21:28	55.32 Minutes	None	
8	w	(b) (6), (b) (7)(C) 2021	N/A			None	
8.03	w	(b) (6), (b) (7)(C) 2021	(b) (6), (b) (7)(C)	21:31	57.2 Minutes	None	
7.97	w	(b) (6), (b) (7)(C) 2021	Wooster	22:01	114.28 Minutes	None	
8	w	(b) (6), (b) (7)(C) 2021	Canton	22:19	41.75 Minutes	None	
8	w	(b) (6), (b) (7)(C) 2021	(b) (6), (b) (7)(C)	22:33	11.2 Minutes	None	
8	w	(b) (6), (b) (7)(C) 2021	N/A			None	
8	w	(b) (6), (b) (7)(C) 2021	(b) (6), (b) (7)(C)	22:22	17.27 Minutes	None	

Average time spent at the airport 11 to 15 Minutes

(b) (6), (b) (7)(C) 21 2021

Hours Paid	Employee W/DNW	Date	Comments/ Activity	Time	Minutes Stopped	Break or lunch recorded	Driver Comment
	w	(b) (6), (b) (7)(C) 2021	(b) (6), (b) (7)(C)	21:30	47.13 Minutes	None	
	w	(b) (6), (b) (7)(C) 2021	N/A			None	
	w	(b) (6), (b) (7)(C) 2021	Canton	22:10	41.8 Minutes	None	
	w	(b) (6), (b) (7)(C) 2021	N/A			None	
	w	(b) (6), (b) (7)(C) 2021	N/A			None	
	w	(b) (6), (b) (7)(C) 2021	N/A			None	
	DNW	(b) (6), (b) (7)(C) 2021	N/A			None	

Friday - (b) (6), (b) (7)(C) 21

:021
/2021 x



2021

15

✓ Asset Mode



(b) (6), (b) (7)(C)

08:34-23:59

▼ Efficiency ▼



Toggle Geofence



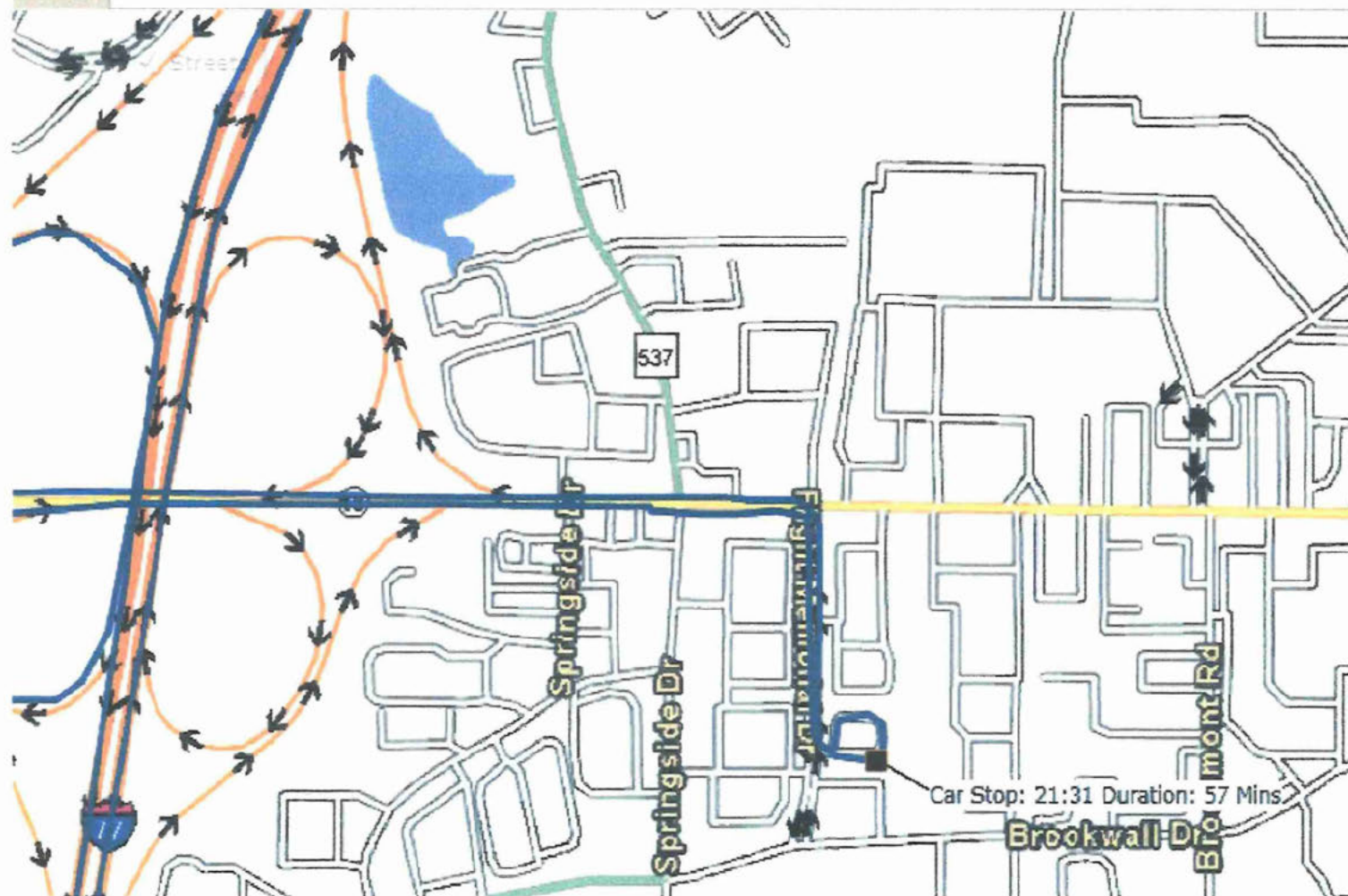
Toggle Ruler

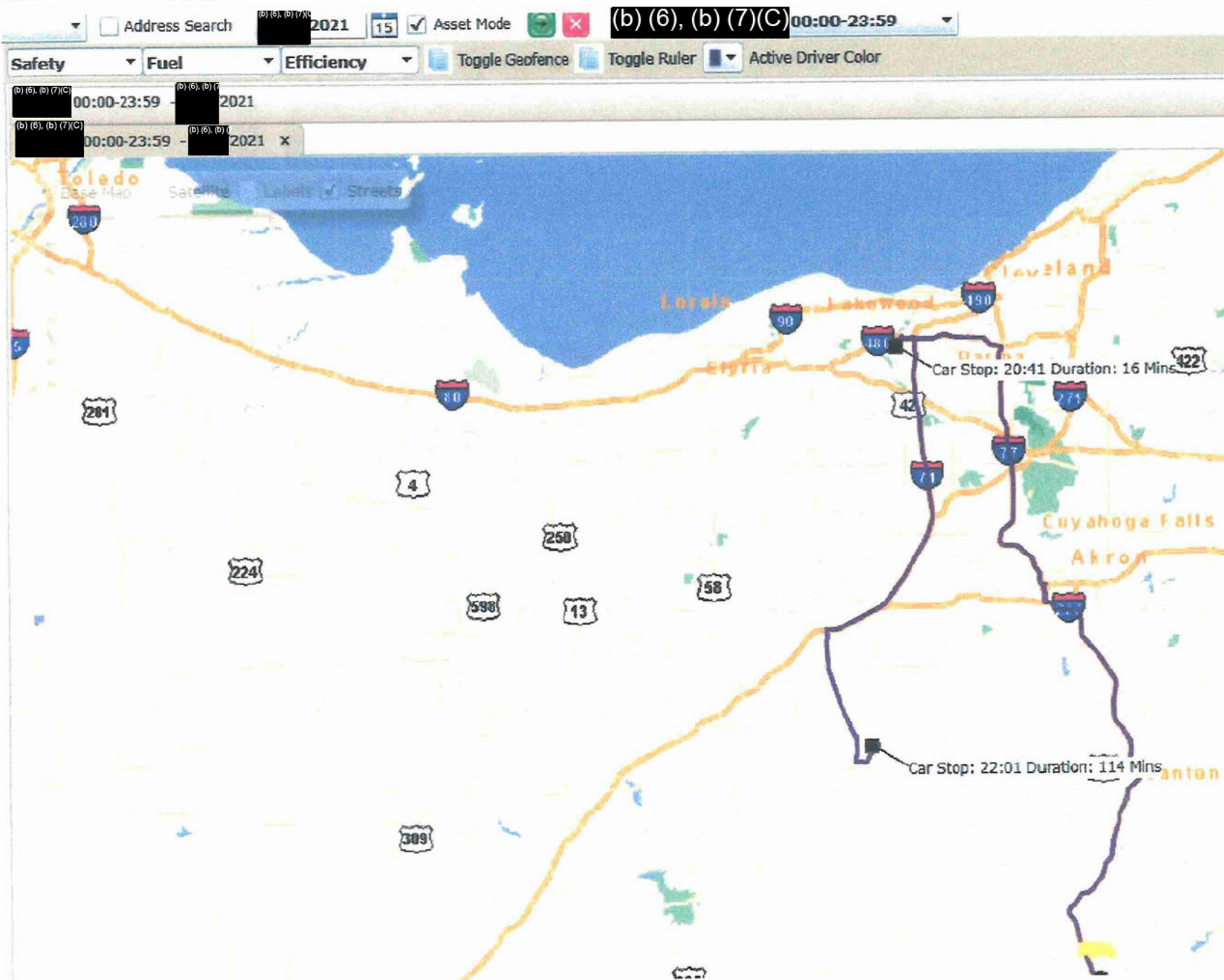


Active Driver Color

021

021 x





Monday
121

Efficiency

Toggle Geofence

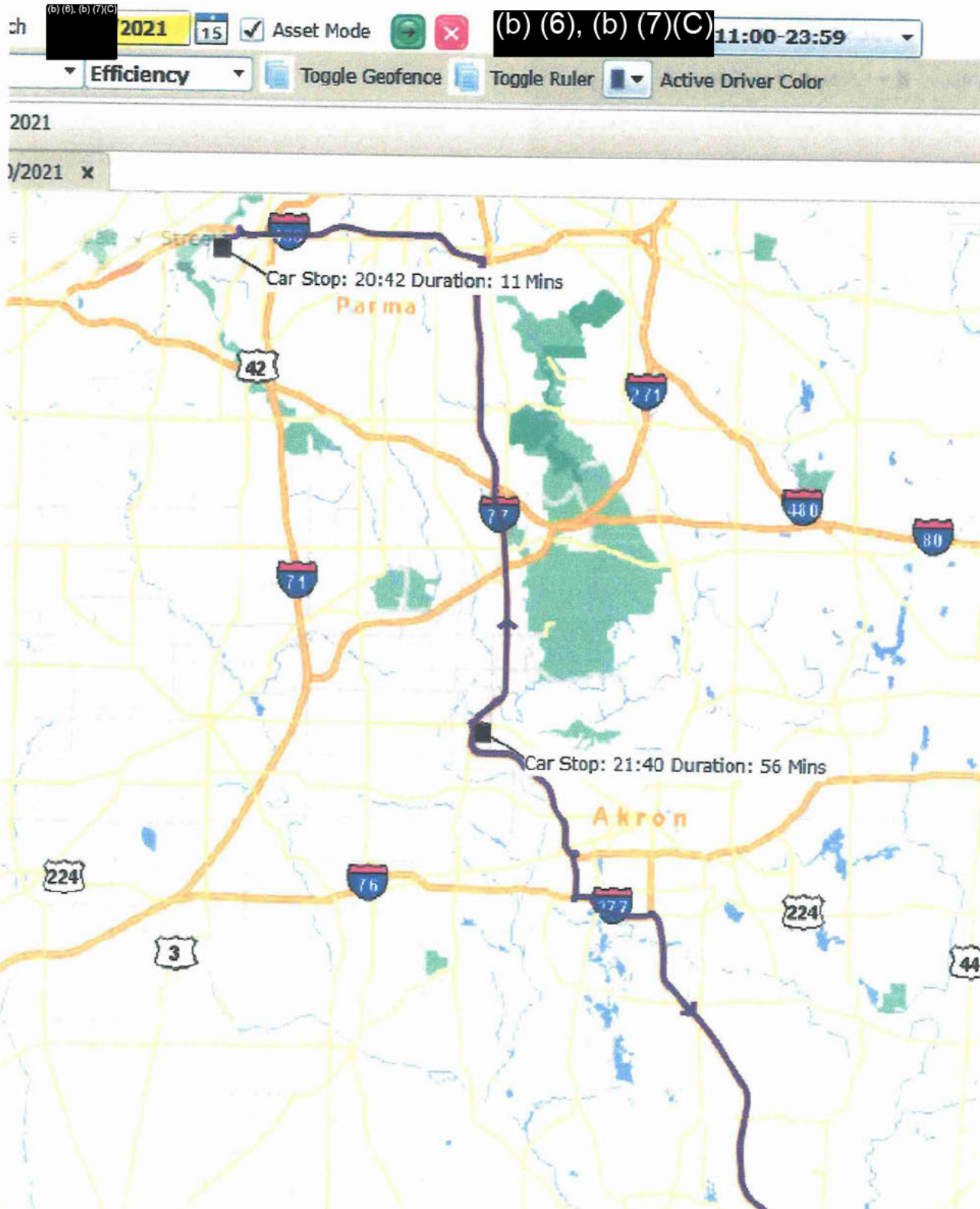
Toggle Ruler

Active Driver Color

21

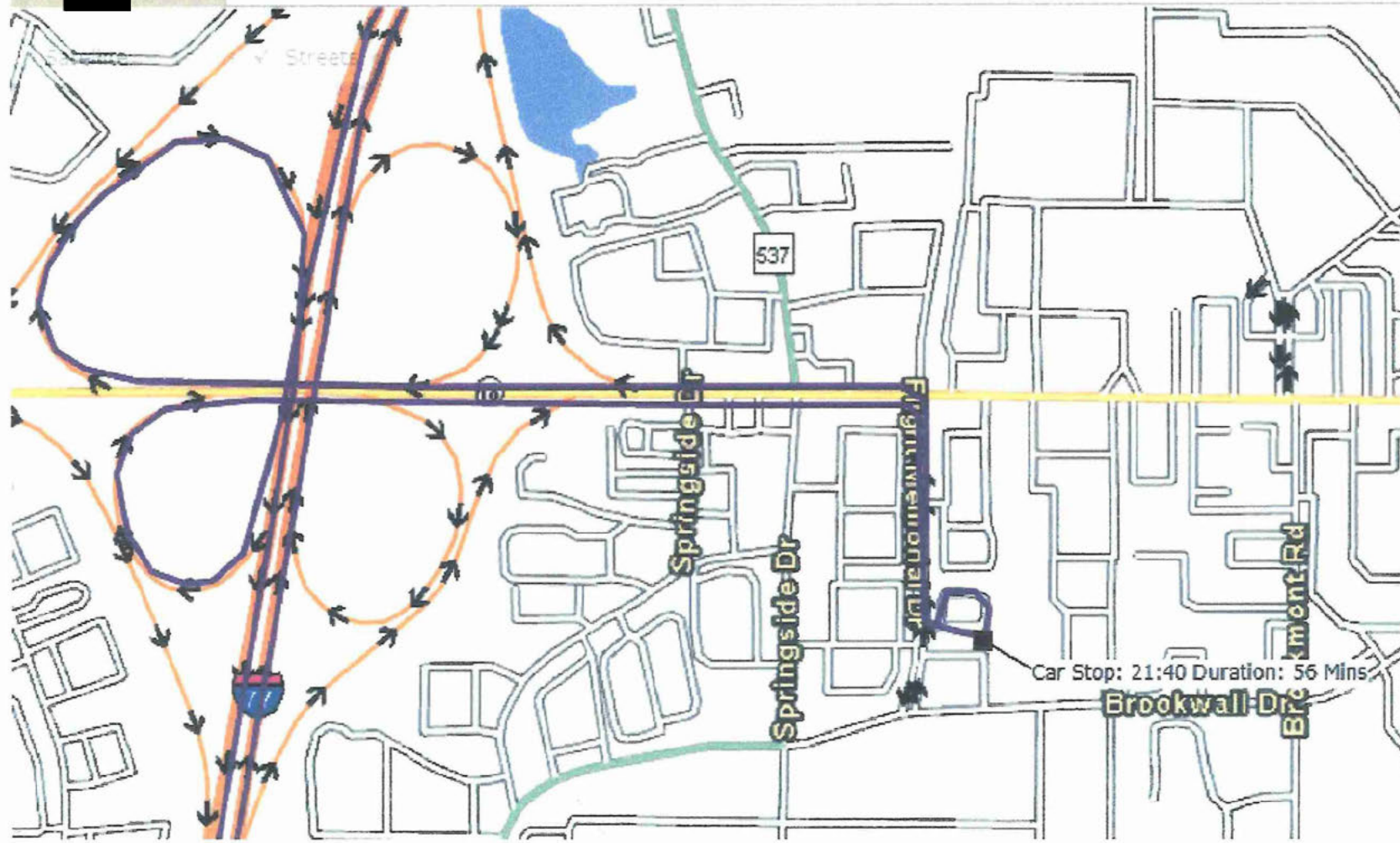
021 x





Fuel Efficiency Toggle Geofence Toggle Ruler Active Driver Color

59 (b) (6), (b) (7)(C) 2021
3:59 (b) (6), (b) (7)(C) 2021 x



2021

15

Asset Mode

(b) (6), (b) (7)(C)

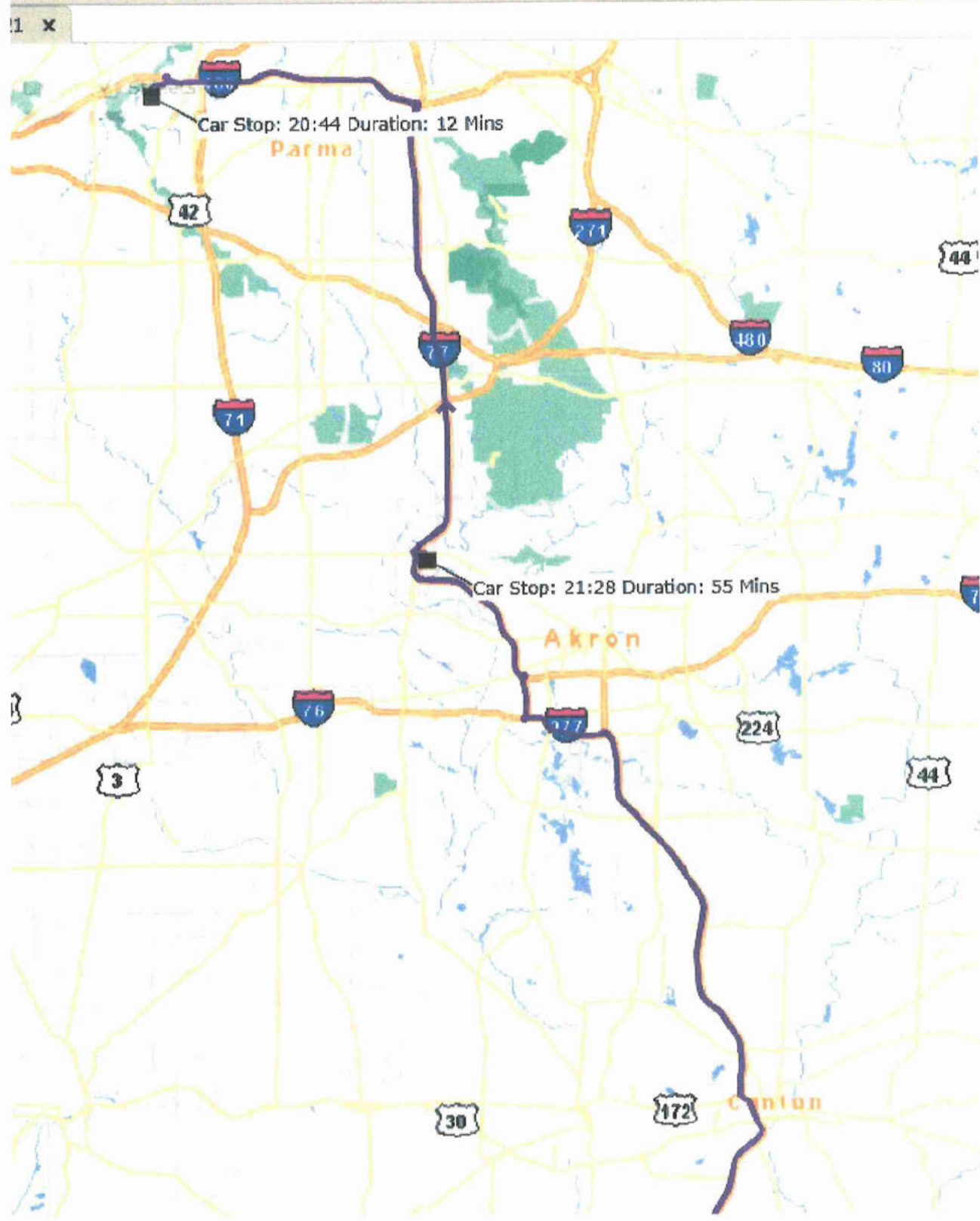
08:55-23:59

Efficiency

Toggle Geofence

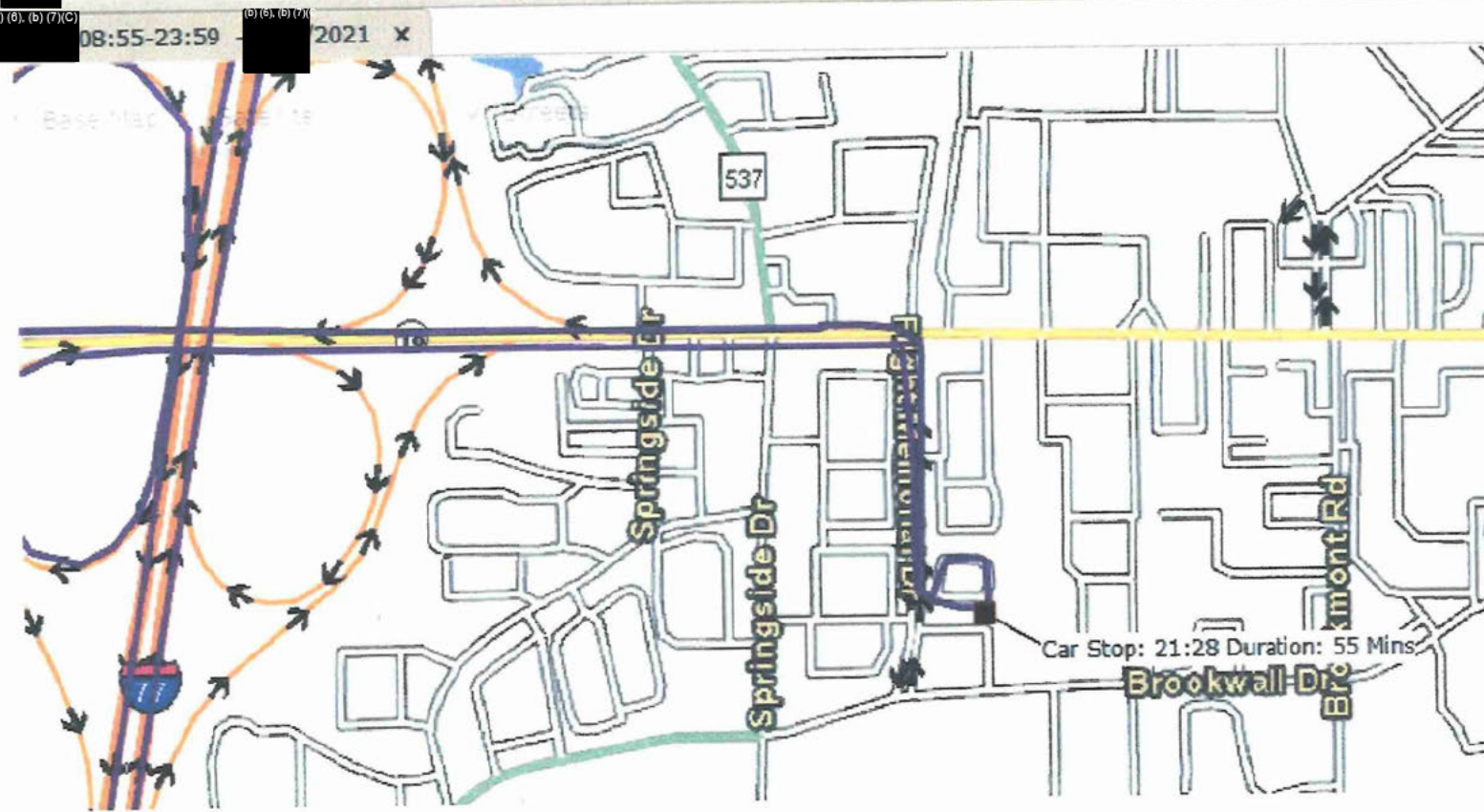
Toggle Ruler

Active Driver Color



Address Search (b) (6), (b) (7)(C) 2021 15 Asset Mode (b) (6), (b) (7)(C) 08:55-23:59

ety Fuel Efficiency Toggle Geofence Toggle Ruler Active Driver Color



2021

15

Asset Mode



(b) (6), (b) (7)(C) 08:25-23:59

Efficiency



Toggle Geofence



Toggle Ruler



Active Driver Color

21

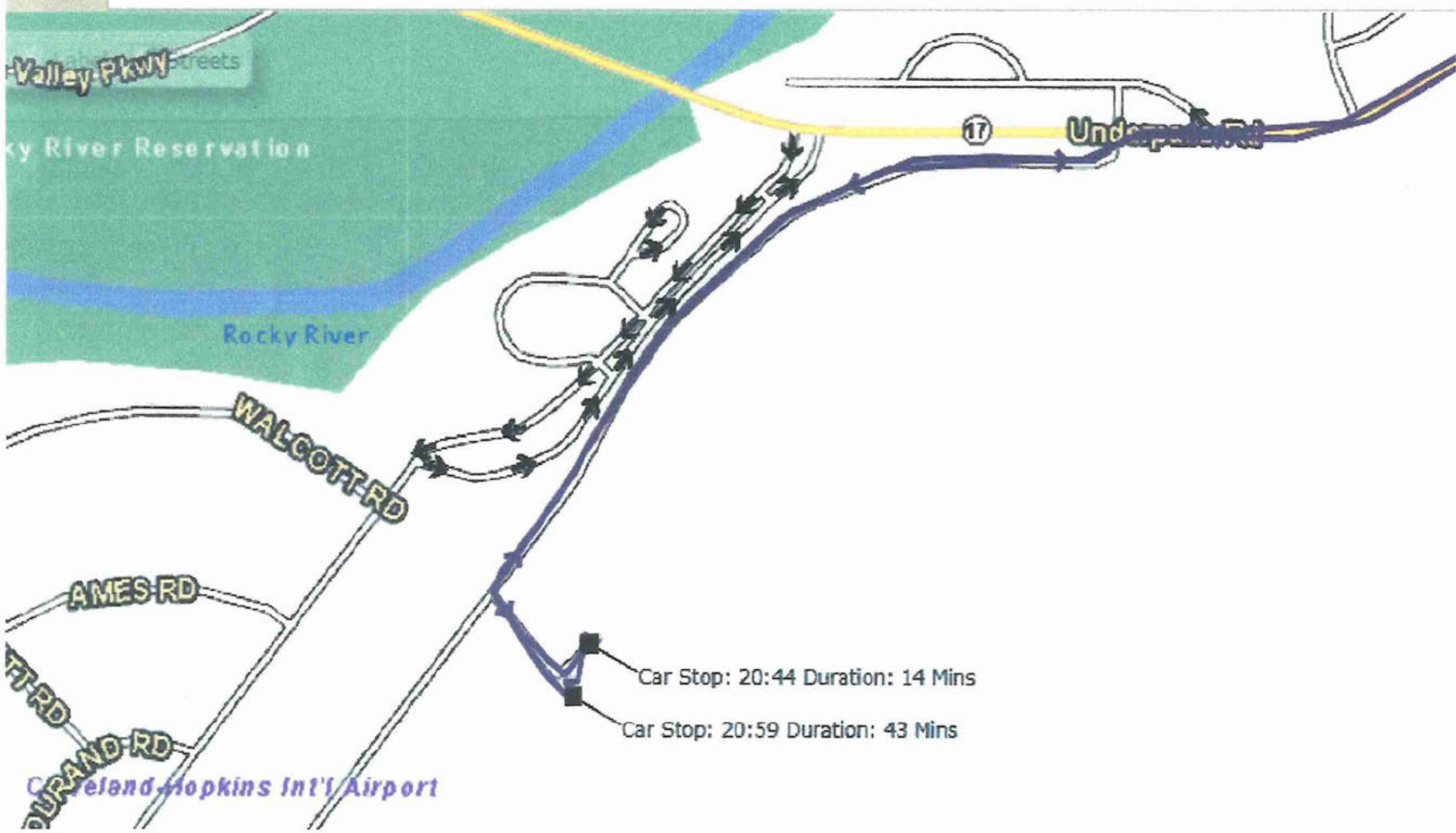
021 x

Labels ☒ Streets



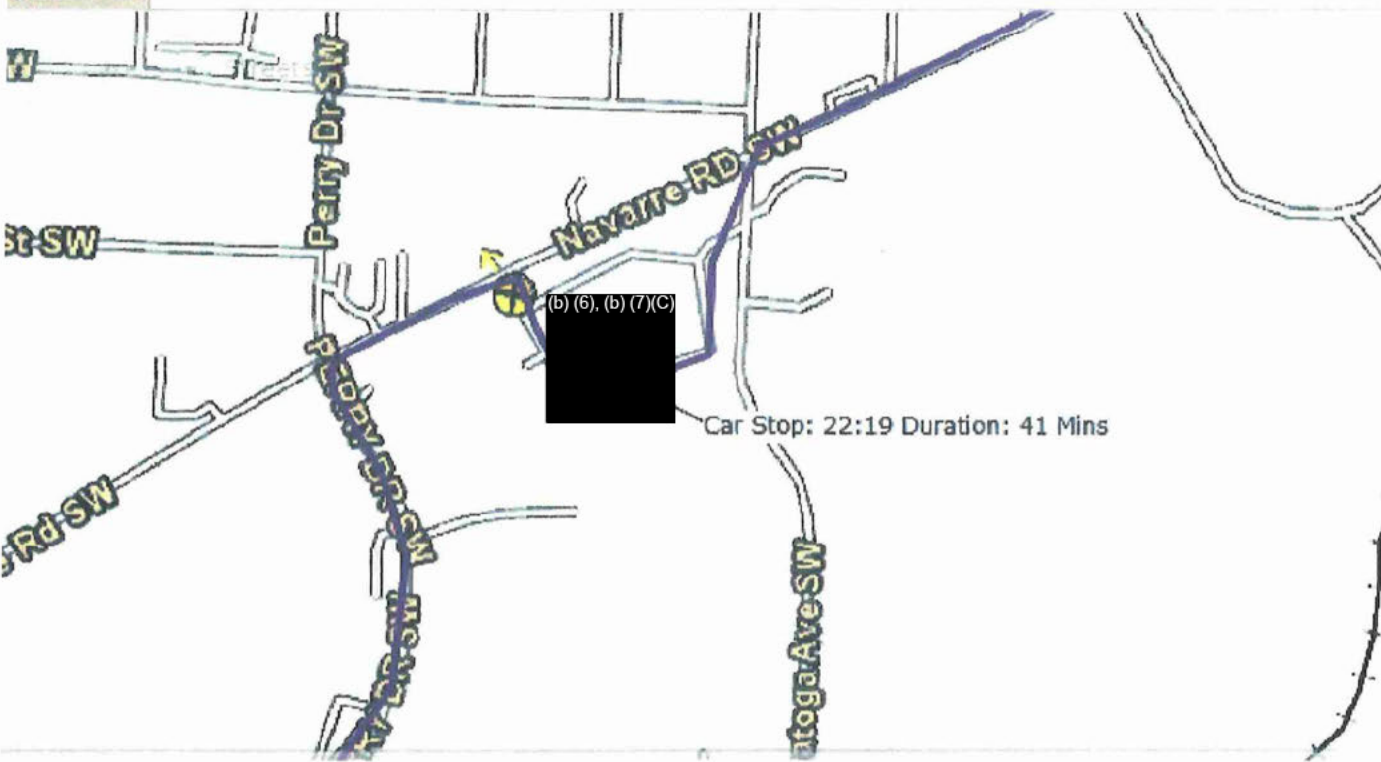
021

2021 x



2021

1/2021 x



Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
22:55	23:00	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	OFW	OFW ShltFW
23:00	02:15		PKG			058	058 CarWsh

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION

PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNL PKG:

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5

AREAS			DELIVERY			PICKUP			SPECIAL COUNTS					
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Trail	Num Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT		FIN WORK
18:16	18:15	00:00	00:00	00:00	00:00		02:15

TRIP	TIME OUT			BREAK DOWN	
No. Lv Bldg Rt Bldg Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
18:15	18:40	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	L02	L02 LSSkil
18:40	19:15		PKG			OSW	OSW ShtlSW
19:15	20:40		PKG			092	092 ScShtl
20:40	20:42		PKG			OTA	OTA ShtlTA
20:42	21:00		PKG			094	094 ScASM
21:00	22:35		PKG			092	092 ScShtl

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	209455			
Start	209281			
Total Miles	174			
Shuttle Miles	174			
Pump1/Fuel Qty	2 /22	/	/	/
Pump2/Fuel Qty	/0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP			SPECIAL COUNTS					
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Trail	Num Pallet	A	B	C	D	E
srvd														

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT		FIN WORK
18:07	18:00	00:00	00:00	00:00	00:00		02:00

TRIP	TIME OUT	BREAK DOWN
No. Lv Bldg Rt Bldg Wash	Description Start Finish	Time Lost Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
18:00	18:40	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	L02	L02 LSSkil
18:40	19:15		PKG			OSW	OSW ShtlSW
19:15	20:40		PKG			O92	O92 ScShtl
20:40	20:42		PKG			OTA	OTA ShtlTA
20:42	21:00		PKG			O94	O94 ScASM
21:00	22:35		PKG			O92	O92 ScShtl

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	209808			
Start	209634			
Total Miles	174			
Shuttle Miles	174			
Pump1/Fuel Qty	2 /22	/	/	/
Pump2/Fuel Qty	/0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP			SPECIAL COUNTS						
Area	Type	Trip	Pkgs	Total	DrvRel	Pkgs	Stops	Trail	Num	Pallet	A	B	C	D	E
srvd															

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6)	(b)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
22:55	23:00	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	CFW	OFW ShtlFW
23:00	02:00		PKG			Q58	Q58 CarWsh

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION

PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNAL PKG:

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
---------	---------	---------	---------	---------

AREAS			DELIVERY			PICKUP			SPECIAL COUNTS					
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Trail	Num Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT		FIN WORK
22:18	18:00	00:00	00:00	00:00	00:00		22:36

TRIP	TIME	OUT	BREAK DOWN
No. Lv Bldg Rt Bldg Wash	Description	Start Finish	Time Lost Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OF Type	Sort	Sup Grp	Code	Description
18:00	18:40	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	L02	L02 LSSkil
18:40	19:15	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	OSW	OSW ShtlSW
19:15	20:40	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	O92	O92 ScShtl
20:40	20:42	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	OTA	OTA ShtlTA
20:42	21:00	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	O94	O94 ScASM
21:00	22:30	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	O92	O92 ScShtl

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	210268			
Start	210094			
Total Miles	174			
Shuttle Miles	174			
Pump1/Fuel Qty	2 /22	/	/	/
Pump2/Fuel Qty	/0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP			SPECIAL COUNTS					
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Trail	Num Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (C)	(C)		(b) (6)	(b) (6)	(b) (6), (b) (7)/21

REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK
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TRIP				TIME OUT			BREAK DOWN	
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY		SLIC	OP Type	Sort	Sup Grp	Code	Description
Start	Finish	(b) (6), (C)	PKG		(C)	OFW	OFW ShtlFW
22:30	22:35						

VEHICLES INFORMATION		Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.					
Finish					
Start					
Total Miles					
Shuttle Miles					
Pump1/Fuel Qty	/	/	/	/	/
Pump2/Fuel Qty	/	/	/	/	/
Oil Qty					
Trailer 1					
Trailer 2					
Trailer 3					
Addin. Equip CP/UN	/	/	/	/	/

DELIVERY INFORMATION		SA CODCALL:	PAID SA PKG:	NET COD PKG:
MISSED PKG:		PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
NET CALL PKG:		DATA TR STP:	PAPER PKG:	SWAP STAT:
SPK COM CALL:				

PICKUP INFORMATION		<1430 STP:	<1430 PKG:	LTR CTR PKG:
PM RECV PKG:		OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
INS LTR STP:		ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
ODS AIR STP:		TOT NUM COP:	HI VAL PKG:	INTERNL PKG:
MISSED STP:				

SPECIAL COUNTS		Count 2	Count 3	Count 4	Count 5
Count 1					

AREAS		DELIVERY		PICKUP		SPECIAL COUNTS				
Area		Total	DrvRel	Loose	Num	A	B	C	D	E
srvd	Type Trip	Pkgs	Stops	Stops	Pkgs	Stops	Trail	Pallet		

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 7/21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	
TRIP	TIME OUT			BREAK DOWN			
No. Lv Bldg Rt Bldg Wash	Description	Start	Finish	Time Lost	Code		
OTHER WORK ACTIVITY							
Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
22:55	23:00	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	OEW	OEW ShtlFW
23:00	02:15		PKG			058	058 CarWsh
VEHICLES INFORMATION							
Vehicle No.	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4			
Finish							
Start							
Total Miles							
Shuttle Miles							
Pump1/Fuel Qty	/	/	/	/			
Pump2/Fuel Qty	/	/	/	/			
Oil Qty							
Trailer 1							
Trailer 2							
Trailer 3							
Addin. Equip CP/UN	/	/	/	/			
DELIVERY INFORMATION							
MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:				
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:				
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:				
PICKUP INFORMATION							
PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:				
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:				
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:				
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNL PKG:				
SPECIAL COUNTS							
Count 1	Count 2	Count 3	Count 4	Count 5			
AREAS							
Area	DELIVERY	PICKUP	SPECIAL COUNTS				
srvd Type Trip	Total DrvRel	Loose Num	A	B	C	D	E
Pkgs Stops Stops	Pkgs Stops	Trail Pallet					

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) / 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT		FIN WORK
18:11	18:15	00:00	00:00	00:00	00:00		02:15

TRIP	TIME OUT			BREAK DOWN	
No. Lv Bldg Rt Bldg Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
18:15	18:40	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	L02	L02 LSSkil
18:40	19:15		PKG			OSW	OSW ShtlSW
19:15	20:40		PKG			O92	O92 ScShtl
20:40	20:42		PKG			OTA	OTA ShtlTA
20:42	21:00		PKG			O94	O94 ScASM
21:00	22:35		PKG			O92	O92 ScShtl

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	210769			
Start	210595			
Total Miles	174			
Shuttle Miles	174			
Pump1/Fuel Qty	2 /22	/	/	/
Pump2/Fuel Qty	/0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP				SPECIAL COUNTS				
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Trail	Num Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID (b) (6), (b) (7)(C)	EMPLOYEE NAME (b) (6), (b) (7)(C)	SLIC (b) (6), (b) (7)(C)	SUP GRP (b) (6), (b) (7)(C)	OJS NAME	PAY CODE (b) (6), (b) (7)(C)	ROUTE ID (b) (6), (b) (7)(C)	DATE (b) (6), (b) (7)(C) / 21
REPORTED 17:16	SCH START 17:15	ST SORT 00:00	FIN SORT 00:00	ST LOC SORT 00:00	FIN LOC SORT 00:00	FIN WORK 01:15	
TRIP				TIME OUT		BREAK DOWN	
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Code
1	17:23	18:50	N				
2	19:15	23:00	N				
OTHER WORK ACTIVITY							
Start	Finish	SLIC (b) (6), (b) (7)(C)	OP Type	Sort	Sup Grp (b) (6), (b) (7)(C)	Code	Description
17:15	18:50		PKG			091	091 ExShtl
18:50	19:15		PKG			OSW	OSW ShtlSW
19:15	20:40		PKG			092	092 ScShtl
20:40	20:42		PKG			OTA	OTA ShtlTA
20:42	21:00		PKG			094	094 ScASM
21:00	22:35		PKG			092	092 ScShtl
VEHICLES INFORMATION							
Vehicle 1		Vehicle 2		Vehicle 3		Vehicle 4	
Vehicle No.	(b) (6), (b) (7)(C)						
Finish	211214						
Start	211030						
Total Miles	184						
Shuttle Miles	184						
Pump1/Fuel Qty	2 / 22	/		/		/	
Pump2/Fuel Qty	/ 0	/		/		/	
Oil Qty	0						
Trailer 1							
Trailer 2							
Trailer 3							
Addin. Equip CP/UN	/	/		/		/	
DELIVERY INFORMATION							
MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0				
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0				
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0				
PICKUP INFORMATION							
PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0				
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0				
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0				
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0				
SPECIAL COUNTS							
Count 1	Count 2	Count 3	Count 4	Count 5			
0	0	0	0	0			
AREAS							
Area	DELIVERY		PICKUP		SPECIAL COUNTS		
srvd	Type	Trip	Pkgs	Total	Loose	Num	
				Stops	Trail	Pallet	
				Stops			
					A	B	C
							D
							E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) / 21

REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK
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TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
22:55	23:00	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	QFW	QFW ShtlFW
23:00	01:15		PKG			Q58	Q58 CarWsh

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION

PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNAL PKG:

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
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AREAS			DELIVERY			PICKUP				SPECIAL COUNTS				
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Trail	Num Pallet	A	B	C	D	E

EMPLOYEE ID (b) (6), (b) (7)(C)	EMPLOYEE NAME (b) (6), (b) (7)(C)	SLIC (b) (6), (b) (7)(C)	SUP GRP (b) (6), (b) (7)(C)	OJS NAME	PAY CODE (b) (6), (b) (7)(C)	ROUTE ID (b) (6), (b) (7)(C)	DATE (b) (6), (b) (7)(C)
REPORTED 18:12	SCH START 18:15	ST SORT 00:00	FIN SORT 00:00	ST LOC SORT 00:00	FIN LOC SORT 00:00	FIN WORK 02:15	
TRIP				TIME OUT		BREAK DOWN	
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Code
OTHER WORK ACTIVITY							
Start	Finish	SLIC (b) (6), (b) (7)(C)	OP Type	Sort	SUP GRP (b) (6), (b) (7)(C)	Code	Description
18:15	18:40		PKG			L02	LSSkil
18:40	19:15		PKG			OSW	ShtlSW
19:15	20:40		PKG			O92	ScShtl
20:40	20:42		PKG			OTA	ShtlTA
20:42	21:00		PKG			O94	ScASM
21:00	22:35		PKG			O92	ScShtl
VEHICLES INFORMATION							
Vehicle 1		Vehicle 2		Vehicle 3		Vehicle 4	
Vehicle No.	(b) (6), (b) (7)(C)						
Finish	211511						
Start	211337						
Total Miles	174						
Shuttle Miles	174						
Pump1/Fuel Qty	2 /22	/	/	/	/	/	/
Pump2/Fuel Qty	/0	/	/	/	/	/	/
Oil Qty	0						
Trailer 1							
Trailer 2							
Trailer 3							
Addin. Equip CP/UN	/	/	/	/	/	/	/
DELIVERY INFORMATION							
MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0		NET COD PKG: 0			
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0		DBL TRP LOAD: 0			
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0		SWAP STAT: 0			
PICKUP INFORMATION							
PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0		LTR CTR PKG: 0			
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0		ODS TOT PKG: 0			
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0		TOT PKG KEY: 0			
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0		INTERNL PKG: 0			
SPECIAL COUNTS							
Count 1	Count 2	Count 3	Count 4	Count 5			
0	0	0	0	0			
AREAS							
Area	DELIVERY		PICKUP		SPECIAL COUNTS		
srvd	Type	Trip	Pkgs	Stops	Loose Num	A	B
					Trail Pallet	C	D
						E	

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (C)	(C)		(b) (6), (C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21

REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK
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TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
22:55	23:00	(b) (6), (b) (7)(C)	PKG		(b) (6), (C)	OFW	OFW ShtlFW
23:00	02:15		PKG			O58	O58 CarWsh

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION

PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNL PKG:

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
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AREAS			DELIVERY			PICKUP				SPECIAL COUNTS				
Area			Total	DrvRel		Loose	Num			A	B	C	D	E
srvd	Type	Trip	Pkgs	Stops	Stops	Pkgs	Stops	Trail	Pallet					

Time Card Report

EMPLOYEE ID (b) (6), (b) (7)(C)	EMPLOYEE NAME (b) (6), (b) (7)(C)	SLIC (b) (6), (b) (7)(C)	SUP GRP (b) (6), (b) (7)(C)	OJS NAME	PAY CODE (b) (6), (b) (7)(C)	ROUTE ID (b) (6), (b) (7)(C)	DATE (b) (6), (b) (7)(C)
REPORTED 17:25	SCH START 17:25	ST SORT 00:00	FIN SORT 00:00	ST LOC SORT 00:00	FIN LOC SORT 00:00	FIN WORK 01:26	

TRIP No.	Lv Bldg	Rt Bldg	Wash	TIME OUT Description	Start	Finish	BREAK DOWN Time Lost	Code
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OTHER WORK ACTIVITY

Start	Finish	SLIC (b) (6), (b) (7)(C)	OP Type	Sort	Sup Grp (b) (6), (b) (7)(C)	Code	Description
17:25	18:00		PKG			L02	L02 LSSkil
18:00	19:15		PKG			OSW	OSW ShtlSW
19:15	20:40		PKG			O92	O92 ScShtl
20:40	20:42		PKG			OTA	OTA ShtlTA
20:42	21:00		PKG			O94	O94 ScASM
21:00	22:35		PKG			O92	O92 ScShtl

VEHICLES INFORMATION

	Vehicle 1 (b) (6), (b) (7)(C)	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	211919			
Finish	211745			
Start	174			
Total Miles	174			
Shuttle Miles	2 / 22	/	/	/
Pump1/Fuel Qty	/ 0	/	/	/
Pump2/Fuel Qty	0			
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP			SPECIAL COUNTS							
Area	Type	Trip	Pkgs	Total	DrvRel	Pkgs	Stops	Loose	Num	Trail	Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21

REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK

TRIP	TIME OUT	BREAK DOWN
No. Lv Bldg Rt Bldg Wash	Description Start Finish	Time Lost Code

OTHER WORK ACTIVITY		SLIC	OP Type	Sort	Sup Grp	Code	Description
Start	Finish	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	OEW	OEW ShtlFW
22:55	23:00		PKG			O58	O58 CarWsh
23:00	01:25						

VEHICLES INFORMATION				
	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION			
MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION			
PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNL PKG:

SPECIAL COUNTS				
Count 1	Count 2	Count 3	Count 4	Count 5

AREAS		DELIVERY		PICKUP		SPECIAL COUNTS				
Area		Total	DrvRel	Loose	Num	A	B	C	D	E
srvd	Type Trip	Pkgs	Stops	Stops	Pkgs	Stops	Trail	Pallet		

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (C)	(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	
18:14	18:15	00:00	00:00	00:00	00:00	02:15	
TRIP				TIME OUT		BREAK DOWN	
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost Code
OTHER WORK ACTIVITY							
Start	Finish	SLIC	OP Type	Sort	Sup. Grp	Code	Description
18:00	18:40	(b) (6), (b) (7)(C)	PKG		(b) (6), (C)	L02	L02 LSSkil
18:40	19:15		PKG			OSW	OSW ShtlSW
19:15	20:40		PKG			O92	O92 ScShtl
20:40	20:42		PKG			OTA	OTA ShtlTA
20:42	21:00		PKG			O94	O94 ScASM
21:00	22:35		PKG			O92	O92 ScShtl
VEHICLES INFORMATION							
Vehicle 1		Vehicle 2		Vehicle 3		Vehicle 4	
Vehicle No.	(b) (6), (b) (7)(C)						
Finish	212269						
Start	212095						
Total Miles	174						
Shuttle Miles	174						
Pump1/Fuel Qty	2 /22	/		/		/	
Pump2/Fuel Qty	/0	/		/		/	
Oil Qty	0						
Trailer 1							
Trailer 2							
Trailer 3							
Addin. Equip CP/UN	/	/		/		/	
DELIVERY INFORMATION							
MISSED PKG:	0	SA CODCALL:	0	PAID SA PKG:	0	NET COD PKG:	0
NET CALL PKG:	0	PRE REC PKG:	0	DBL TRP UNL:	0	DBL TRP LOAD:	0
SPK COM CALL:	0	DATA TR STP:	0	PAPER PKG:	0	SWAP STAT:	0
PICKUP INFORMATION							
PM RECV PKG:	0	<1430 STP:	0	<1430 PKG:	0	LTR CTR PKG:	0
INS LTR STP:	0	OUT LTR STP:	0	PREPAID PKG:	0	ODS TOT PKG:	0
ODS AIR STP:	0	ODS MIX STP:	0	PKGS SCN:	0	TOT PKG KEY:	0
MISSED STP:	0	TOT NUM COP:	0	HI VAL PKG:	0	INTERNL PKG:	0
SPECIAL COUNTS							
Count 1	Count 2	Count 3	Count 4	Count 5			
0	0	0	0	0			
AREAS		DELIVERY		PICKUP		SPECIAL COUNTS	
Area		Total	DrvRel	Loose	Num		
srvd	Type Trip	Pkgs	Stops	Stops	Trail Pallet	A	B C D E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP_GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21

REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK
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TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
22:55	23:00	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	OEW	OEW ShtlFW
23:00	02:15		PKG			O58	O58 CarWsh

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION

PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNL PKG:

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
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AREAS			DELIVERY			PICKUP		Loose Num		SPECIAL COUNTS				
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Trail	Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID (b) (6), (b) (7)(C)	EMPLOYEE NAME (b) (6), (b) (7)(C)	SLIC (b) (6), (b) (7)(C)	SUP GRP (b) (6), (b) (7)(C)	OJS NAME (b) (6), (b) (7)(C)	PAY CODE (b) (6), (b) (7)(C)	ROUTE ID (b) (6), (b) (7)(C)	DATE (b) (6), (b) (7)(C) 21
REPORTED 18:03	SCH START 18:00	ST SORT 00:00	FIN SORT 00:00	ST LOC SORT 00:00	FIN LOC SORT 00:00	FIN WORK 02:00	
TRIP No. Lv Bldg Rt Bldg Wash		TIME OUT Description		Start	Finish	BREAK DOWN Time Lost Code	
OTHER WORK ACTIVITY							
Start	Finish	SLIC (b) (6), (b) (7)(C)	OP Type	Sort	Sup Grp (b) (6), (b) (7)(C)	Code	Description
18:15	19:15		PKG			OSW	OSW ShtlSW
19:15	20:40		PKG			O92	O92 ScSht1
20:40	02:42		PKG			OTA	OTA ShtlTA
20:42	21:00		PKG			O94	O94 ScASM
21:00	22:35		PKG			O92	O92 ScSht1
22:55	23:00		PKG			OFW	OFW ShtlFW
VEHICLES INFORMATION							
Vehicle No.	Vehicle 1 (b) (6), (b) (7)(C)	Vehicle 2	Vehicle 3	Vehicle 4			
Finish	213090						
Start	212916						
Total Miles	174						
Shuttle Miles	174						
Pump1/Fuel Qty	2 /24	/	/	/			
Pump2/Fuel Qty	/0	/	/	/			
Oil Qty	0						
Trailer 1							
Trailer 2							
Trailer 3							
Addin. Equip CP/UN	/	/	/	/			
DELIVERY INFORMATION							
MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0				
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0				
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0				
PICKUP INFORMATION							
PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0				
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0				
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0				
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0				
SPECIAL COUNTS							
Count 1 0	Count 2 0	Count 3 0	Count 4 0	Count 5 0			
AREAS							
Area	DELIVERY	PICKUP	Loose Num	SPECIAL COUNTS			
svrd Type Trip	Pkgs Total DrvRel Stops Stops	Pkgs Stops Trail Pallet		A	B	C	D E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21

REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK
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TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY		SLIC	OP Type	Sort	Sup Grp	Code	Description
Start	Finish	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	058	058 CarWsh

VEHICLES INFORMATION				
	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION			
MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION			
PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNL PKG:

SPECIAL COUNTS				
Count 1	Count 2	Count 3	Count 4	Count 5

AREAS			DELIVERY			PICKUP		Loose Num		SPECIAL COUNTS				
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Trail	Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT		FIN WORK
18:09	18:10	00:00	00:00	00:00	00:00		02:10

TRIP			TIME OUT			BREAK DOWN
No.	Lv Bldg	Rt Bldg	Description	Start	Finish	Time Lost Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
18:10	18:40	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	L02	L02 LSSkil
18:40	19:15		PKG			OSW	OSW Sht1SW
19:15	20:40		PKG			O92	O92 ScSht1
20:40	20:42		PKG			OTA	OTA Sht1TA
20:42	21:00		PKG			O94	O94 ScASM
21:00	22:35		PKG			O92	O92 ScSht1

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	213452			
Start	213278			
Total Miles	174			
Shuttle Miles	174			
Pump1/Fuel Qty	2 /24	/	/	/
Pump2/Fuel Qty	/0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP		SPECIAL COUNTS						
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Trail	Num Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) / 21

REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK
TRIP						
No. Lv Bldg	Rt Bldg	Wash				

TIME OUT			BREAK DOWN	
Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
22:55	23:00	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	OFW	OFW ShtlFW
23:00	02:10		PKG			Q58	Q58 CarWsh

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addn. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION

PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNL PKG:

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5

AREAS			DELIVERY			PICKUP			SPECIAL COUNTS					
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Trail	Num Pallet	A	B	C	D	E
srvd														

Time Card Report

EMPLOYEE ID (b) (6), (b) (7)(C)	EMPLOYEE NAME (b) (6), (b) (7)(C)	SLIC (b) (6), (b) (7)(C)	SUP GRP (b) (6), (b) (7)(C)	OJS NAME	PAY CODE (b) (6), (b) (7)(C)	ROUTE ID (b) (6), (b) (7)(C)	DATE (b) (6), (b) (7)(C) / 21
REPORTED 18:01	SCH START 18:00	ST SORT 00:00	FIN SORT 00:00	ST LOC SORT 00:00	FIN LOC SORT 00:00	FIN WORK 02:02	

TRIP			TIME OUT		BREAK DOWN		
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost

OTHER WORK ACTIVITY		SLIC (b) (6), (b) (7)(C)	OP Type	Sort	Sup Grp (b) (6), (b) (7)(C)	Code	Description
Start	Finish						
18:00	18:40		PKG			L02	L02 LSSkil
18:40	19:15		PKG			OSW	OSW ShtlSW
19:15	20:40		PKG			O92	O92 ScShtl
20:40	20:42		PKG			OTA	OTA ShtlTA
20:42	21:00		PKG			O94	O94 ScASM
21:00	22:35		PKG			O92	O92 ScShtl

VEHICLES INFORMATION		Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.		(b) (6), (b) (7)(C)			
Finish		213802			
Start		213628			
Total Miles		174			
Shuttle Miles		174			
Pump1/Fuel Qty		2 /22	/	/	/
Pump2/Fuel Qty		/0	/	/	/
Oil Qty		0			
Trailer 1					
Trailer 2					
Trailer 3					
Addin. Equip CP/UN		/	/	/	/

DELIVERY INFORMATION		SA CODCALL:		PAID SA PKG:		NET COD PKG:	
MISSED PKG:	0	SA CODCALL:	0	PAID SA PKG:	0	NET COD PKG:	0
NET CALL PKG:	0	PRE REC PKG:	0	DBL TRP UNL:	0	DBL TRP LOAD:	0
SPK COM CALL:	0	DATA TR STP:	0	PAPER PKG:	0	SWAP STAT:	0

PICKUP INFORMATION		<1430 STP:		<1430 PKG:		LTR CTR PKG:	
PM RECV PKG:	0	<1430 STP:	0	<1430 PKG:	0	LTR CTR PKG:	0
INS LTR STP:	0	OUT LTR STP:	0	PREPAID PKG:	0	ODS TOT PKG:	0
ODS AIR STP:	0	ODS MIX STP:	0	PKGS SCN:	0	TOT PKG KEY:	0
MISSED STP:	0	TOT NUM COP:	0	HI VAL PKG:	0	INTERNL PKG:	0

SPECIAL COUNTS				
Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY		PICKUP			SPECIAL COUNTS						
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Trail	Num Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID (b) (6), (b) (7)(C)	EMPLOYEE NAME (b) (6), (b) (7)(C)	SLIC (b) (6), (b) (7)(C)	SUP GRP (b) (6), (b) (7)(C)	OJS NAME	PAY CODE (b) (6), (b) (7)(C)	ROUTE ID (b) (6), (b) (7)(C)	DATE (b) (6), (b) (7)(C)/21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY		SLIC	OP Type	Sort	Sup Grp	Code	Description
Start	Finish	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	OFW	OFW ShtlFW
22:55	23:00		PKG			058	058 CarWsh
23:00	02:00						

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION

PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNL PKG:

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
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AREAS			DELIVERY		PICKUP		Loose Num		SPECIAL COUNTS					
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Trail	Pallet	A	B	C	D	E

EMPLOYEE ID (b) (6), (b) (7)(C)	EMPLOYEE NAME (b) (6), (b) (7)(C)	SLIC (b) (6)	SUP GRP (b)	OJS NAME	PAY CODE (b) (6)	ROUTE ID (b) (6)	DATE (b) (6), (b) (7)/21	
REPORTED 18:17	SCH START 18:15	ST SORT 00:00	FIN SORT 00:00		ST LOC SORT 00:00	FIN LOC SORT 00:00	FIN WORK 02:15	
TRIP				TIME OUT		BREAK DOWN		
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Code	
OTHER WORK ACTIVITY								
Start	Finish	SLIC (b) (6), (b) (7)	OP Type	Sort	Sup Grp (b) (6), (b) (7)	Code	Description	
18:15	19:15		PKG			OSW	OSW ShtlSW	
19:15	20:40		PKG			O92	O92 ScShtl	
20:40	20:42		PKG			OTA	OTA ShtlTA	
20:42	21:00		PKG			O94	O94 ScASM	
21:00	22:35		PKG			O92	O92 ScShtl	
22:55	23:00		PKG			OFW	OFW ShtlFW	
VEHICLES INFORMATION								
Vehicle No.	Vehicle 1 (b) (6), (b) (7)	Vehicle 2	Vehicle 3	Vehicle 4				
Finish	214150							
Start	213976							
Total Miles	174							
Shuttle Miles	174							
Pump1/Fuel Qty	2 /24	/	/	/				
Pump2/Fuel Qty	/0	/	/	/				
Oil Qty	0							
Trailer 1								
Trailer 2								
Trailer 3								
Addin. Equip CP/UN	/	/	/	/				
DELIVERY INFORMATION								
MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0					
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0					
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0					
PICKUP INFORMATION								
PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0					
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0					
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0					
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNAL PKG: 0					
SPECIAL COUNTS								
Count 1	Count 2	Count 3	Count 4	Count 5				
0	0	0	0	0				
AREAS				SPECIAL COUNTS				
Area	DELIVERY	PICKUP						
srvd	Total	Loose Num						
Type	Trips	Trail						
Trip	Pkgs	Pallet						
	Stops				A	B	C	D
					E			

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21

REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK
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TRIP	TIME OUT	BREAK DOWN
No. Lv Bldg Rt Bldg Wash	Description Start Finish	Time Lost Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
23:00	02:15	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	058	058 CarWsh

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION

PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNL PKG:

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
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AREAS			DELIVERY			PICKUP			SPECIAL COUNTS				
Area			Total	DrvRel		Loose	Num		A	B	C	D	E
srvd	Type	Trip	Pkgs	Stops	Stops	Pkgs	Stops	Trail Pallet					

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	
18:15	18:15	00:00	00:00	00:00	00:00	07:35	
TRIP							
No.	Lv Bldg	Rt Bldg	Wash	TIME OUT	Start	Finish	BREAK DOWN
1	02:05	23:00	N	Description			Time Lost Code
OTHER WORK ACTIVITY							
Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
18:15	19:11	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	L02	L02 LSSk11
19:11	22:00		PKG			091	091 ExSht1
22:00	02:00		PKG			091	091 ExSht1
VEHICLES INFORMATION							
Vehicle No.	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4			
Finish	214573						
Start	214399						
Total Miles	174						
Shuttle Miles	174						
Pump1/Fuel Qty	2 /24	/	/	/			
Pump2/Fuel Qty	/0	/	/	/			
Oil Qty	0						
Trailer 1							
Trailer 2							
Trailer 3							
Addin. Equip CP/UN	/	/	/	/			
DELIVERY INFORMATION							
MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0				
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0				
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0				
PICKUP INFORMATION							
PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0				
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0				
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0				
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNAL PKG: 0				
SPECIAL COUNTS							
Count 1	Count 2	Count 3	Count 4	Count 5			
0	0	0	0	0			
AREAS							
Area	DELIVERY	Total	DrvRel	PICKUP	Loose	Num	SPECIAL COUNTS
srvd	Type	Trip	Pkgs	Stops	Trail	Pallet	A B C D E

EMPLOYEE ID (b) (6), (b) (7)(C)	EMPLOYEE NAME (b) (6), (b) (7)(C)	SLIC (b) (6), (b) (7)(C)	SUP GRP (b) (6), (b) (7)(C)	OJS NAME	PAY CODE (b) (6), (b) (7)(C)	ROUTE ID (b) (6), (b) (7)(C)	DATE (b) (6), (b) (7)(C)/21
REPORTED 18:14	SCH START 18:15	ST SORT 00:00	FIN SORT 00:00		ST LOC SORT 00:00	FIN LOC SORT 00:00	FIN WORK 02:15
TRIP				TIME OUT		BREAK DOWN	
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost Code
OTHER WORK ACTIVITY							
Start	Finish	SLIC (b) (6), (b) (7)(C)	OP Type	Sort	Sup Grp (b) (6), (b) (7)(C)	Code	Description
18:15	18:40		PKG			L02	L02 LSSkil
18:40	19:15		PKG			OSW	OSW ShtlSW
19:15	20:40		PKG			O92	O92 ScSht1
20:40	20:42		PKG			OTA	OTA ShtlTA
20:42	21:00		PKG			O94	O94 ScASM
21:00	22:35		PKG			O92	O92 ScSht1
VEHICLES INFORMATION							
		Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4		
Vehicle No.		(b) (6), (b) (7)(C)					
Finish		214999					
Start		214825					
Total Miles		174					
Shuttle Miles		174					
Pump1/Fuel Qty		2 /24	/	/	/		
Pump2/Fuel Qty		/0	/	/	/		
Oil Qty		0					
Trailer 1							
Trailer 2							
Trailer 3							
Addin. Equip CP/UN		/	/	/	/		
DELIVERY INFORMATION							
MISSED PKG:	0	SA CODCALL:	0	PAID SA PKG:	0	NET COD PKG:	0
NET CALL PKG:	0	PRE REC PKG:	0	DBL TRP UNL:	0	DBL TRP LOAD:	0
SPK COM CALL:	0	DATA TR STP:	0	PAPER PKG:	0	SWAP STAT:	0
PICKUP INFORMATION							
PM RECV PKG:	0	<1430 STP:	0	<1430 PKG:	0	LTR CTR PKG:	0
INS LTR STP:	0	OUT LTR STP:	0	PREPAID PKG:	0	ODS TOT PKG:	0
ODS AIR STP:	0	ODS MIX STP:	0	PKGS SCN:	0	TOT PKG KEY:	0
MISSED STP:	0	TOT NUM COP:	0	HI VAL PKG:	0	INTERNAL PKG:	0
SPECIAL COUNTS							
Count 1	Count 2	Count 3	Count 4	Count 5			
0	0	0	0	0			
AREAS							
DELIVERY		PICKUP		SPECIAL COUNTS			
Area		Total	DrvRel	Loose Num			
srvd	Type Trip	Pkgs Stops	Stops	Trail Pallet	A	B	C D E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) / 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY		SLIC	OP Type	Sort	Sup Grp	Code	Description
Start	Finish	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	OFW	OFW ShtlFW
22:55	23:00		PKG			058	058 CarWsh
23:00	02:15						

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION

PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNL PKG:

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
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AREAS			DELIVERY			PICKUP				SPECIAL COUNTS					
Area	Type	Trip	Pkgs	Total	DrvRel	Pkgs	Stops	Trail	Num	Pallet	A	B	C	D	E
srvd															

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) / 21

REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK
18:17	18:15	00:00	00:00	00:00	00:00	02:15

TRIP	TIME OUT	BREAK DOWN
No. Lv Bldg Rt Bldg Wash	Description Start Finish	Time Lost Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OF Type	Sort	Sup Grp	Code	Description
18:15	18:40	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	L02	L02 LSSkil
18:40	19:15		PKG			O92	O92 ScShtl
20:40	20:42		PKG			OTA	OTA ShtlTA
20:42	21:00		PKG			O94	O94 ScASM
21:00	22:35		PKG			O92	O92 ScShtl
22:55	23:00		PKG			OFW	OFW ShtlFW

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	215417			
Start	215243			
Total Miles	174			
Shuttle Miles	174			
Pump1/Fuel Qty	2 / 22	/	/	/
Pump2/Fuel Qty	/ 0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
0	0	0	0
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
0	0	0	0
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:
0	0	0	0

PICKUP INFORMATION

PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
0	0	0	0
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
0	0	0	0
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
0	0	0	0
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNL PKG:
0	0	0	0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP			SPECIAL COUNTS						
Area	Type	Trip	Pkgs	Total	DrvRel	Pkgs	Stops	Trail	Num	Pallet	A	B	C	D	E
srvd															

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21

REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK
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TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY		SLIC	OP Type	Sort	Sup Grp	Code	Description
Start	Finish	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	058	058 CarWsh
23:00	02:15						

VEHICLES INFORMATION				
Vehicle No.	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION			
MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION			
PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNAL PKG:

SPECIAL COUNTS				
Count 1	Count 2	Count 3	Count 4	Count 5

AREAS			DELIVERY		PICKUP		Loose Num		SPECIAL COUNTS					
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Trail	Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	21

REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK
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TRIP	TIME OUT			BREAK DOWN	
No. Lv Bldg Rt Bldg Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
22:55	23:00	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	OFW	OFW ShtlFW
23:00	02:15		PKG			058	058 CarWsh

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION

PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNL PKG:

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
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AREAS			DELIVERY			PICKUP				SPECIAL COUNTS				
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Trail	Num Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	
18:16	18:15	00:00	00:00	00:00	00:00	02:15	

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
18:15	18:40	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	L02	L02 LSSkil
18:40	19:15		PKG			OSW	OSW ShtlSW
19:15	20:40		PKG			O92	O92 ScShtl
20:40	20:42		PKG			OTA	OTA ShtlTA
20:42	21:00		PKG			O94	O94 ScASM
21:00	22:35		PKG			O92	O92 ScShtl

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	209455			
Start	209281			
Total Miles	174			
Shuttle Miles	174			
Pump1/Fuel Qty	2 /22	/	/	/
Pump2/Fuel Qty	/0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0
ODS ATR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP				SPECIAL COUNTS				
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Trail	Num Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT		ST LOC SORT	FIN LOC SORT	FIN WORK
18:07	18:00	00:00	00:00		00:00	00:00	02:00

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup. Grp	Code	Description
18:00	18:40	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	L02	L02 LSSkil
18:40	19:15		PKG			OSW	OSW ShtlSW
19:15	20:40		PKG			O92	O92 ScShtl
20:40	20:42		PKG			OTA	OTA ShtlTA
20:42	21:00		PKG			O94	O94 ScASM
21:00	22:35		PKG			O92	O92 ScShtl

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	209808			
Start	209634			
Total Miles	174			
Shuttle Miles	174			
Pump1/Fuel Qty	2 /22	/	/	/
Pump2/Fuel Qty	/0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP				SPECIAL COUNTS				
Area			Total	DrvRel		Loose	Num			A	B	C	D	E
srvd	Type	Trip	Pkgs	Stops	Stops	Pkgs	Stops	Trail	Pallet					

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
22:55	23:00	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	O58	O58 ShtlFW
23:00	02:00		PKG			O58	O58 CarWsh

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION

PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNL PKG:

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
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AREAS			DELIVERY			PICKUP				SPECIAL COUNTS				
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Trail	Num Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SHIP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT		FIN WORK
22:18	18:00	00:00	00:00	00:00	00:00		22:36

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Ship Grp	Code	Description
18:00	18:40	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	L02	L02 LSSkil
18:40	19:15		PKG			OSW	OSW ShtlSW
19:15	20:40		PKG			O92	O92 ScShtl
20:40	20:42		PKG			OTA	OTA ShtlTA
20:42	21:00		PKG			O94	O94 ScASM
21:00	22:30		PKG			O92	O92 ScShtl

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	210268			
Start	210094			
Total Miles	174			
Shuttle Miles	174			
Pump1/Fuel Qty	2 / 22	/	/	/
Pump2/Fuel Qty	/ 0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY		PICKUP				SPECIAL COUNTS					
Area			Total	DrvRel	Loose	Num								
srvd	Type	Trip	Pkgs	Stops	Stops	Pkgs	Stops	Trail	Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (C)	(b)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY		SLIC	OP Type	Sort	Sup Grp	Code	Description
Start	Finish		PKG			OFW	OFW ShtlFW
22:30	22:35	(b) (6), (C)			(b)		

VEHICLES INFORMATION				
	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION			
MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION			
PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNL PKG:

SPECIAL COUNTS				
Count 1	Count 2	Count 3	Count 4	Count 5

AREAS			DELIVERY		PICKUP		SPECIAL COUNTS							
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Trail	Num Pallet	A	B	C	D	E
srvd														

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	

TRIP	TIME OUT			BREAK DOWN	
No. Lv Bldg Rt Bldg Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
22:55	23:00	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	OEW	OEW ShtlFW
23:00	02:15		PKG			058	058 CarWsh

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION

PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNL PKG:

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
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AREAS			DELIVERY			PICKUP				SPECIAL COUNTS				
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Trail	Num Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	
18:11	18:15	00:00	00:00	00:00	00:00	02:15	

TRIP				TIME OUT			BREAK DOWN
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost

OTHER WORK ACTIVITY		SLIC	OP Type	Sort	Sup Grp	Code	Description
Start	Finish	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	L02	L02 LSSkil
18:15	18:40		PKG			OSW	OSW ShtlSW
18:40	19:15		PKG			O92	O92 ScShtl
19:15	20:40		PKG			OTA	OTA ShtlTA
20:40	20:42		PKG			O94	O94 ScASM
20:42	21:00		PKG			O92	O92 ScShtl
21:00	22:35		PKG				

VEHICLES INFORMATION				
	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	210769			
Start	210595			
Total Miles	174			
Shuttle Miles	174			
Pump1/Fuel Qty	2 /22	/	/	/
Pump2/Fuel Qty	/0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION			
MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION			
PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0

SPECIAL COUNTS				
Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP				SPECIAL COUNTS				
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Trail	Num Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	
17:16	17:15	00:00	00:00	00:00	00:00	01:15	

TRIP			TIME OUT		BREAK DOWN			
No.	lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code
1	17:23	18:50	N					
2	19:15	23:00	N					

OTHER WORK ACTIVITY		SLIC	OP Type	Sort	Sup Grp	Code	Description
Start	Finish	(b) (6), (b) (7)(C)			(b) (6), (b) (7)(C)		
17:15	18:50		PKG			O91	O91 ExSht1
18:50	19:15		PKG			OSW	OSW Sht1SW
19:15	20:40		PKG			O92	O92 ScSht1
20:40	20:42		PKG			OTA	OTA Sht1TA
20:42	21:00		PKG			O94	O94 ScASM
21:00	22:35		PKG			O92	O92 ScSht1

VEHICLES INFORMATION				
	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	211214			
Start	211030			
Total Miles	184			
Shuttle Miles	184			
Pump1/Fuel Qty	2 /22	/	/	/
Pump2/Fuel Qty	/0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION				
MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0	
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0	
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0	

PICKUP INFORMATION				
PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0	
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0	
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0	
MISSED STF: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0	

SPECIAL COUNTS				
Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP				SPECIAL COUNTS				
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Trail	Num Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (C)	(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21

REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK
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TRIP	TIME OUT			BREAK DOWN	
No. Lv Bldg Rt Bldg Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
22:55	23:00	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	OEW	OEW ShtlFW
23:00	01:15		PKG			O58	O58 CarWsh

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CF/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION

PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNL PKG:

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
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AREAS

Area	DELIVERY			PICKUP				SPECIAL COUNTS				
srvd Type Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Trail	Num Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT		FIN WORK
18:12	18:15	00:00	00:00	00:00	00:00		02:15

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
18:15	18:40	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	L02	L02 LSSkil
18:40	19:15		PKG			OSW	OSW ShtlSW
19:15	20:40		PKG			O92	O92 ScShtl
20:40	20:42		PKG			OTA	OTA ShtlTA
20:42	21:00		PKG			O94	O94 ScASM
21:00	22:35		PKG			O92	O92 ScShtl

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	211511			
Start	211337			
Total Miles	174			
Shuttle Miles	174			
Pump1/Fuel Qty	2 /22	/	/	/
Pump2/Fuel Qty	/0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP				SPECIAL COUNTS				
Area			Total	DrvRel		Loose	Num			A	B	C	D	E
srvd	Type	Trip	Pkgs	Stops	Stops	Pkgs	Stops	Trail	Pallet					

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
22:55	23:00	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	OFW	OFW ShtlFW
23:00	02:15		PKG			058	058 CarWsh

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	EAPER PKG:	SWAP STAT:

PICKUP INFORMATION

PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNL PKG:

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5

AREAS			DELIVERY			PICKUP				SPECIAL COUNTS				
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Trail	Num Pallet	A	B	C	D	E
srvd														

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT		FIN WORK
17:25	17:25	00:00	00:00	00:00	00:00		01:26

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
17:25	18:00	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	L02	L02 LSSkil
18:00	19:15		PKG			OSW	OSW ShtlSW
19:15	20:40		PKG			092	092 ScShtl
20:40	20:42		PKG			OTA	OTA ShtlTA
20:42	21:00		PKG			094	094 ScASM
21:00	22:35		PKG			092	092 ScShtl

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	211919			
Start	211745			
Total Miles	174			
Shuttle Miles	174			
Pump1/Fuel Qty	2 /22	/	/	/
Pump2/Fuel Qty	/0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP			SPECIAL COUNTS				
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Num Trail Pallet	A	B	C	D	E
srvd													

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (C)	(b) (6), (C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	

TRIP	TIME OUT			BREAK DOWN			
No. Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY		SLIC	OP Type	Sort	Sup Grp	Code	Description
Start	Finish	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	OFW	OFW ShtlFW
22:55	23:00		PKG			058	058 CarWsh
23:00	01:25						

VEHICLES INFORMATION				
	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION			
MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION			
PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNL PKG:

SPECIAL COUNTS				
Count 1	Count 2	Count 3	Count 4	Count 5

AREAS			DELIVERY		PICKUP		SPECIAL COUNTS							
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Trail	Num Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT		ST LOC SORT	FIN LOC SORT	FIN WORK
18:14	18:15	00:00	00:00		00:00	00:00	02:15

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
18:00	18:40	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	L02	L02 LSSkil
18:40	19:15		PKG			OSW	OSW ShtlSW
19:15	20:40		PKG			O92	O92 ScShtl
20:40	20:42		PKG			OTA	OTA ShtlTA
20:42	21:00		PKG			O94	O94 ScASM
21:00	22:35		PKG			O92	O92 ScShtl

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	212269			
Start	212095			
Total Miles	174			
Shuttle Miles	174			
Pump1/Fuel Qty	2 /22	/	/	/
Pump2/Fuel Qty	/0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP				SPECIAL COUNTS				
Area			Total	DrvRel		Loose	Num			A	B	C	D	E
srvd	Type	Trip	Pkgs	Stops	Stops	Pkgs	Stops	Trail	Pallet					

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP-GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY		SLIC	OP Type	Sort	Sup Grp	Code	Description
Start	Finish	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	OFW	OFW ShtlFW
22:55	23:00		PKG			O58	O58 CarWsh
23:00	02:15						

VEHICLES INFORMATION				
	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION			
MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION			
PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNAL PKG:

SPECIAL COUNTS				
Count 1	Count 2	Count 3	Count 4	Count 5

AREAS			DELIVERY		PICKUP		Loose Num		SPECIAL COUNTS					
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Trail	Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT		FIN WORK
18:03	18:00	00:00	00:00	00:00	00:00		02:00

TRIP			TIME OUT		BREAK DOWN		
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
18:15	19:15	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	OSW	OSW ShtlSW
19:15	20:40		PKG			092	092 ScShtl
20:40	02:42		PKG			094	094 ShtlTA
20:42	21:00		PKG			094	094 ScASM
21:00	22:35		PKG			092	092 ScShtl
22:55	23:00		PKG			092	092 ScShtl

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	213090			
Start	212916			
Total Miles	174			
Shuttle Miles	174			
Pump1/Fuel Qty	2 /24	/	/	/
Pump2/Fuel Qty	/0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP				SPECIAL COUNTS				
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Trail	Num Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	PRCT
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21

REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK
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TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
23:00	02:00	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	058	058 CarWsh

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION

PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNL PKG:

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
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AREAS			DELIVERY		PICKUP		SPECIAL COUNTS							
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Trail	Num Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT		FIN WORK
18:09	18:10	00:00	00:00	00:00	00:00		02:10

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
18:10	18:40	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	L02	L02 LSSkil
18:40	19:15		PKG			OSW	OSW ShtlSW
19:15	20:40		PKG			O92	O92 ScShtl
20:40	20:42		PKG			OTA	OTA ShtlTA
20:42	21:00		PKG			O94	O94 ScASM
21:00	22:35		PKG			O92	O92 ScShtl

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	213452			
Start	213278			
Total Miles	174			
Shuttle Miles	174			
Pump1/Fuel Qty	2 /24	/	/	/
Pump2/Fuel Qty	/0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP			SPECIAL COUNTS				
Area			Total	DrvRel		Loose	Num		A	B	C	D	E
srvd	Type	Trip	Pkgs	Stops	Stops	Pkgs	Stops	Trail Pallet					

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)

REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK

TRIP			TIME OUT		BREAK DOWN	
No.	Lv Bldg	Rt Bldg	Description	Start	Finish	Time Lost

OTHER WORK ACTIVITY		SLIC	OP Type	Sort	Sup Grp	Code	Description
Start	Finish	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	O58	O58 CarWsh
22:55	23:00		PKG				
23:00	02:10		PKG				

VEHICLES INFORMATION				
	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION			
MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRF UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION			
PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNAL PKG:

SPECIAL COUNTS				
Count 1	Count 2	Count 3	Count 4	Count 5

AREAS			DELIVERY		PICKUP		SPECIAL COUNTS							
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Trail	Num Pallet	A	B	C	D	E
srvd														

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT		FIN WORK
18:01	18:00	00:00	00:00	00:00	00:00		02:02

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
18:00	18:40	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	L02	L02 LSSkil
18:40	19:15		PKG			OSW	OSW ShtlSW
19:15	20:40		PKG			O92	O92 ScShtl
20:40	20:42		PKG			OTA	OTA ShtlTA
20:42	21:00		PKG			O94	O94 ScASM
21:00	22:35		PKG			O92	O92 ScShtl

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	213802			
Start	213628			
Total Miles	174			
Shuttle Miles	174			
Pump1/Fuel Qty	2 /22	/	/	/
Pump2/Fuel Qty	/0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

FM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP				SPECIAL COUNTS				
Area			Total	DrvRel		Loose	Num			A	B	C	D	E
srvd	Type	Trip	Pkgs	Stops	Stops	Pkgs	Stops	Trail	Pallet					

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (C)	(C)		(b) (6), (b)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21

REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK
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TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
22:55	23:00	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	QFW	QFW ShtlFW
23:00	02:00		PKG			Q58	Q58 CarWsh

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION

PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNAL PKG:

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
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AREAS			DELIVERY			PICKUP			SPECIAL COUNTS					
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Trail	Num Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP. GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT		ST LOC SORT	FIN LOC SORT	FIN WORK
18:17	18:15	00:00	00:00		00:00	00:00	02:15

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
18:15	19:15	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	OSW	OSW ShtlSW
19:15	20:40		PKG			O92	O92 ScShtl
20:40	20:42		PKG			OTA	OTA ShtlTA
20:42	21:00		PKG			O94	O94 ScASM
21:00	22:35		PKG			O92	O92 ScShtl
22:55	23:00		PKG			OFW	OFW ShtlFW

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	214150			
Start	213976			
Total Miles	174			
Shuttle Miles	174			
Pump1/Fuel Qty	2 /24	/	/	/
Pump2/Fuel Qty	/0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP				SPECIAL COUNTS				
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Trail	Num Pallet	A	B	C	D	E
srvd														

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (C)	(b)		(b) (6), (C)	(b) (6), (b) (7)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	

TRIP			TIME OUT			BREAK DOWN	
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost
							Code

OTHER WORK ACTIVITY		SLIC	OP Type	Sort	Sup Grp	Code	Description
Start	Finish	(b) (6), (C)	PKG		(b)	058	058 CarWsh
23:00	02:15						

VEHICLES INFORMATION				
	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION			
MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION			
PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNAL PKG:

SPECIAL COUNTS				
Count 1	Count 2	Count 3	Count 4	Count 5

AREAS			DELIVERY		PICKUP		SPECIAL COUNTS							
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Trail	Num Pallet	A	B	C	D	E
srvd														

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	DAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21

REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK
18:15	18:15	00:00	00:00	00:00	00:00	07:35

TRIP				TIME OUT		BREAK DOWN	
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost
1	02:05	23:00	N				

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
18:15	19:11	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	L02	L02 LSSkil
19:11	22:00	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	O91	O91 ExShtl
22:00	02:00	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	O91	O91 ExShtl

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	214573			
Start	214399			
Total Miles	174			
Shuttle Miles	174			
Pump1/Fuel Qty	2 / 24	/	/	/
Pump2/Fuel Qty	/ 0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP				SPECIAL COUNTS				
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Trail	Num Pallet	A	B	C	D	E
srvd														

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT		FIN WORK
18:14	18:15	00:00	00:00	00:00	00:00		02:15

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY		SLIC	OP Type	Sort	Sup Grp	Code	Description
Start	Finish	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	L02	L02 LSSkil
18:15	18:40		PKG			OSW	OSW ShtlSW
18:40	19:15		PKG			O92	O92 ScShtl
19:15	20:40		PKG			OTA	OTA ShtlTA
20:40	20:42		PKG			O94	O94 ScASM
20:42	21:00		PKG			O92	O92 ScShtl
21:00	22:35		PKG				

VEHICLES INFORMATION				
	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	214999			
Start	214825			
Total Miles	174			
Shuttle Miles	174			
Pump1/Fuel Qty	2 /24	/	/	/
Pump2/Fuel Qty	/0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION			
MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION			
PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0

SPECIAL COUNTS				
Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS		DELIVERY		PICKUP		SPECIAL COUNTS								
Area		Total	DrvRel	Loose	Num									
svrd	Type	Trip	Pkgs	Stops	Stops	Pkgs	Stops	Trail	Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY		SLIC	OP Type	Sort	SUP GRP	Code	Description
Start	Finish	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	OFW	OFW ShtlFW
22:55	23:00		PKG			058	058 CarWsh
23:00	02:15						

VEHICLES INFORMATION				
	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION			
MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION			
PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNAL PKG:

SPECIAL COUNTS				
Count 1	Count 2	Count 3	Count 4	Count 5

AREAS			DELIVERY		PICKUP		Loose Num		SPECIAL COUNTS					
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Trail	Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	
18:17	18:15	00:00	00:00	00:00	00:00	02:15	

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY

Start	Finish	SLIC	OP Type	Sort	Sup Grp	Code	Description
18:15	18:40	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	L02	L02 LSSkil
18:40	19:15		PKG			O92	O92 ScShtl
20:40	20:42		PKG			OTA	OTA ShtlTA
20:42	21:00		PKG			O94	O94 ScASM
21:00	22:35		PKG			O92	O92 ScShtl
22:55	23:00		PKG			OFW	OFW ShtlFW

VEHICLES INFORMATION

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.	(b) (6), (b) (7)(C)			
Finish	215417			
Start	215243			
Total Miles	174			
Shuttle Miles	174			
Pump1/Fuel Qty	2 /22	/	/	/
Pump2/Fuel Qty	/0	/	/	/
Oil Qty	0			
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION

MISSED PKG: 0	SA CODCALL: 0	PAID SA PKG: 0	NET COD PKG: 0
NET CALL PKG: 0	PRE REC PKG: 0	DBL TRP UNL: 0	DBL TRP LOAD: 0
SPK COM CALL: 0	DATA TR STP: 0	PAPER PKG: 0	SWAP STAT: 0

PICKUP INFORMATION

PM RECV PKG: 0	<1430 STP: 0	<1430 PKG: 0	LTR CTR PKG: 0
INS LTR STP: 0	OUT LTR STP: 0	PREPAID PKG: 0	ODS TOT PKG: 0
ODS AIR STP: 0	ODS MIX STP: 0	PKGS SCN: 0	TOT PKG KEY: 0
MISSED STP: 0	TOT NUM COP: 0	HI VAL PKG: 0	INTERNL PKG: 0

SPECIAL COUNTS

Count 1	Count 2	Count 3	Count 4	Count 5
0	0	0	0	0

AREAS			DELIVERY			PICKUP				SPECIAL COUNTS				
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Trail	Num Pallet	A	B	C	D	E

Time Card Report

EMPLOYEE ID	EMPLOYEE NAME	SLIC	SUP GRP	OJS NAME	PAY CODE	ROUTE ID	DATE
(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C)	(b) (6), (b) (7)(C) 21
REPORTED	SCH START	ST SORT	FIN SORT	ST LOC SORT	FIN LOC SORT	FIN WORK	

TRIP			TIME OUT		BREAK DOWN			
No.	Lv Bldg	Rt Bldg	Wash	Description	Start	Finish	Time Lost	Code

OTHER WORK ACTIVITY		SLIC	OP Type	Sort	Sup Grp	Code	Description
Start	Finish	(b) (6), (b) (7)(C)	PKG		(b) (6), (b) (7)(C)	058	058 CarWsh
23:00	02:15						

VEHICLES INFORMATION				
	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle No.				
Finish				
Start				
Total Miles				
Shuttle Miles				
Pump1/Fuel Qty	/	/	/	/
Pump2/Fuel Qty	/	/	/	/
Oil Qty				
Trailer 1				
Trailer 2				
Trailer 3				
Addin. Equip CP/UN	/	/	/	/

DELIVERY INFORMATION			
MISSED PKG:	SA CODCALL:	PAID SA PKG:	NET COD PKG:
NET CALL PKG:	PRE REC PKG:	DBL TRP UNL:	DBL TRP LOAD:
SPK COM CALL:	DATA TR STP:	PAPER PKG:	SWAP STAT:

PICKUP INFORMATION			
PM RECV PKG:	<1430 STP:	<1430 PKG:	LTR CTR PKG:
INS LTR STP:	OUT LTR STP:	PREPAID PKG:	ODS TOT PKG:
ODS AIR STP:	ODS MIX STP:	PKGS SCN:	TOT PKG KEY:
MISSED STP:	TOT NUM COP:	HI VAL PKG:	INTERNAL PKG:

SPECIAL COUNTS				
Count 1	Count 2	Count 3	Count 4	Count 5

AREAS			DELIVERY		PICKUP				SPECIAL COUNTS					
Area	Type	Trip	Pkgs	Total Stops	DrvRel Stops	Pkgs	Stops	Loose Trail	Num Pallet	A	B	C	D	E



UPS Canton Facility
4850 Navarre Rd. SW
Canton, OH 44706

(b) (6), (b) (7)(C)

UPS Security

To: File

Re: (b) (6), (b) (7)(C)

Allegation:

On (b) (6), (b) (7)(C) 2021, UPS Security conducted a fact-finding phone interview with (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) regarding an (b) (6) year UPS employee (b) (6), (b) (7)(C). UPS (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) witnessed the interview via phone. Policy was reviewed with (b) (6), (b) (7)(C), (b) (6), (b) (7)(C) was terminated on (b) (6), (b) (7)(C) 2021 due to falsifying time. It was alleged that (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) arrived at the Wooster, OH facility on (b) (6), (b) (7)(C) 2021 at approximately 22:01 due to issues with (b) (6) fuel gage on the truck (b) (6) was driving. It was alleged (b) (6), (b) (7)(C) was at the UPS Wooster facility for approximately 1 hour. (b) (6), (b) (7)(C) wanted UPS Security to interview (b) (6), (b) (7)(C) regarding the time spent working on (b) (6), (b) (7)(C) truck. (b) (6), (b) (7)(C) was terminated on (b) (6), (b) (7)(C) 2021.

UPS Security interview with (b) (6), (b) (7)(C):

UPS Security started the interview by asking (b) (6), (b) (7)(C) does (b) (6) recall (b) (6), (b) (7)(C) stopping by the Wooster, OH facility on (b) (6), (b) (7)(C) 2021 due to issues with (b) (6) truck. (b) (6), (b) (7)(C) stated (b) (6) did recall (b) (6), (b) (7)(C) stopping by because (b) (6) thought (b) (6) was going to run out of fuel before returning to (b) (6), (b) (7)(C). (b) (6), (b) (7)(C) thought (b) (6) fuel gage was not working properly and wanted (b) (6), (b) (7)(C) to check on it. (b) (6), (b) (7)(C) stated (b) (6) was not sure why (b) (6), (b) (7)(C) stopped at the Wooster facility. (b) (6), (b) (7)(C) stated (b) (6) checked the fuel gage and it was fine. (b) (6), (b) (7)(C) stated that it took approximately 10-15 minutes to check the fuel gage and they conversed for about 15 minutes. (b) (6) advised the entire interaction between the two lasted approximately 30 minutes. (b) (6), (b) (7)(C) stated (b) (6) worked at (b) (6), (b) (7)(C) facility a little over a year ago and knew (b) (6), (b) (7)(C) from working there. (b) (6), (b) (7)(C) stated they talked about how (b) (6), (b) (7)(C) was doing regarding (b) (6), (b) (7)(C).

(b) (6), (b) (7)(C) stated (b) (6), (b) (7)(C) received a phone call while (b) (6) was at the Wooster facility and told (b) (6), (b) (7)(C) needed to take the call. (b) (6), (b) (7)(C) stated (b) (6) came back inside the building because (b) (6) cannot deal with the cold weather due to (b) (6), (b) (7)(C). (b) (6), (b) (7)(C) stated (b) (6) was not sure how long (b) (6), (b) (7)(C) was on the phone because (b) (6) was already back inside the building. (b) (6), (b) (7)(C) stated (b) (6) was not sure when (b) (6), (b) (7)(C) left the facility. This concluded the interview.